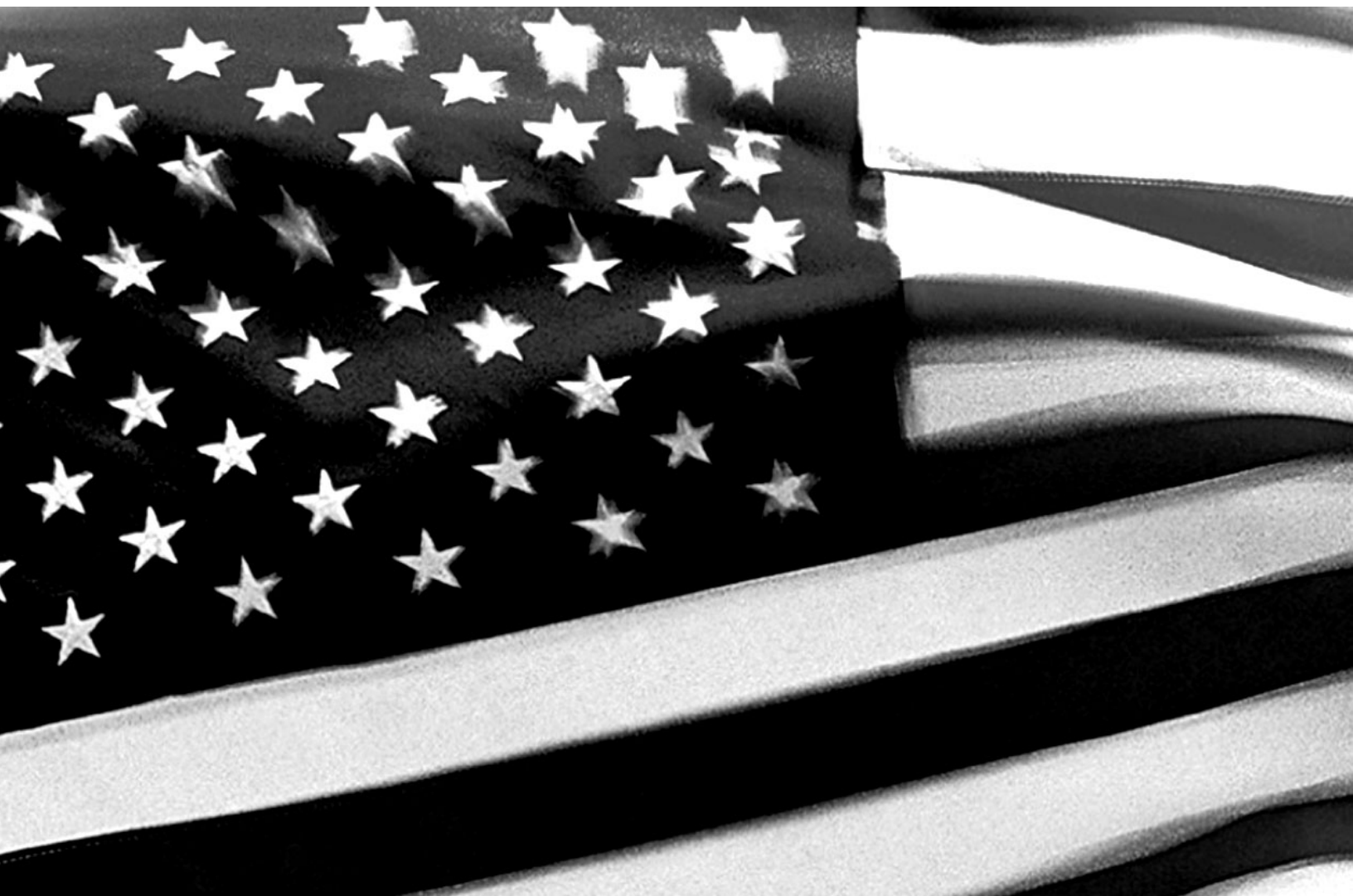


# **User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Version 5.4: Volume II Form DS-2019**

*October 31, 2006*



**Homeland  
Security**



## **Revision History**

The following is a list of the information/sections that have been added or updated to reflect the changes to this manual for release 5.4:

- The mailing address for the Department of State has been updated.
- The URL to SEVIS has changed (<https://egov.ice.gov/sevis/>).
- Reminder: You must log into SEVIS a minimum of once every 90 days to keep your SEVIS password active.
- Section 2.5.1, Complete Page 1 of the Form DS-2019—Personal Information
- Section 2.5.2, Complete Page 2 of the Form DS-2019—Site of Activity
- Section 2.5.3, Complete Page 3 of the Form DS-2019—Dependent Information
- Section 2.5.8, Reprint a Form DS-2019
- Section 2.6.2.3.1, Add Dependent (EV in Initial Status)
- Section 2.6.2.3.3, Edit Dependent Data (EV in Draft or Initial Status)
- Section 2.6.2.3.4, Reprint Form DS-2019 for a Dependent (EV in Initial Status)
- 2.6.2.6, Add Site of Activity (EV in Active Status)
- Section 2.7.1.1, Change of Category Request (EV in Active Status)
- Section 2.7.1.5, Extension Beyond the Maximum Duration of Participation Request (EV in Active Status)
- Section 2.7.2.1, Edit Biographical Information and U.S. Address (EV in Active Status)
- Section 2.7.2.4.2, Add Site of Activity (EV in Active Status)
- Section 2.7.3.1, Transfer an Exchange Visitor (EV in Active Status)
- Section 2.8, Exchange Visitor Information Screen—Inactive Status
- Section 2.8.2, Reinstatement Request (EV in Inactive Status)
- Section 2.8.3, Reinstatement Request for G-7 Participants (EV in Inactive Status)
- Section 2.8.4, Cancel Reinstatement Request (EV in Inactive Status)
- Section 2.9.1, Transfer—Exchange Visitor Personal Information and U.S. Address
- Section 2.9.2, Transfer—Add Site of Activity
- Section 2.10.3.1, Reinstatement – Update SEVIS Status Request for an EV
- Section 2.10.3.2, Reinstatement – Update SEVIS Status Request for Dependent
- Section 2.11.2, List of Alerts
- Appendix C, Download the Latest Version of Adobe Flash Player

- Appendix E, Exchange Visitor Categories

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## **1. INTRODUCTION**

This manual was written as a resource for Exchange Visitor Program Sponsor users, that is, Responsible Officers (ROs) and Alternate Responsible Officers (AROs) of the Student and Exchange Visitor Information System (SEVIS). It is presented in two separate volumes in order to delineate the Form DS-2019, and Form DS-3036, DS-3037, and other program updates. This volume addresses the procedures for creating, issuing, and modifying Forms DS-2019 for exchange visitors (EVs) and dependents. This user manual reflects the changes to SEVIS effective with Release 5.4.

### **1.1 Resources**

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations (22 Code of Federal Regulations (CFR) Part 62), or program or exchange visitor issues or concerns, contact the **Office of Exchange Coordination and Designation**, Bureau of Educational and Cultural Affairs, Department of State:

- Academic and Government Division (AG)  
United States Department of State  
Office of Exchange Coordination and Designation  
ECA/EC/AG - SA-44, Room 820  
301 4th Street, SW  
Washington, DC 20547  
Telephone: (202) 203-5029  
Fax: (202) 453-8640

Responsible for the administration and oversight of the following categories:

- Government Visitor
- International Visitor
- Professor
- Research Scholar
- Student (College/University)
- Short-Term Scholar
- Specialist

- Private Sector Programs Division (PS)  
United States Department of State  
Office of Exchange Coordination and Designation  
ECA/EC/PS - SA-44, Room 734  
301 4th Street, SW  
Washington, DC 20547  
Telephone: (202) 203-5096  
Fax: (202) 203-5087

Responsible for the administration and oversight of the following categories:

- Alien Physician
- Au Pair
- Camp Counselor
- Student (Secondary/High School)
- Summer Work/Travel
- Teacher
- Trainee

See Attachment A, Resources, for additional resource information.

## **1.2 Purpose of SEVIS**

SEVIS facilitates timely reporting and monitoring of international students, EVs, and their dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on these individuals. SEVIS enables program sponsors and schools to transmit electronic information to the Immigration and Customs Enforcement (ICE) bureau and the Department of State (DoS) throughout a student's or EV's program in the United States.

SEVIS enables the submission of designation applications. Once designated as an Exchange Visitor Program sponsor, users may update program sponsor information, submit updates to DoS that require approval, and create and update J-1 EV and J-2 dependent records (that is, accompanying spouse and dependent children records). The DoS Office of Exchange Coordination and Designation has the capability to review and approve updates made to program sponsor and EV records using SEVIS, and ROs and AROs will be notified via email of the results.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password; creating and processing Forms DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status; viewing alerts on EVs; and viewing and printing a variety of reports.

Once a program sponsor has been authorized to use SEVIS, all Forms DS-2019 must be created in and issued from SEVIS. Once an EV's data are entered in SEVIS, program sponsor officials

must update the EV's record and report on the events as required by the regulations. See 22 CFR 62, Subpart F, of the Exchange Visitor Program regulations for a detailed explanation.

### **1.3 Privacy Act Considerations**

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning international students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and disclosure of this information.

#### **Exhibit 1: Criminal Penalties**

##### **Criminal Penalties**

- (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

### **1.4 Security Reminder**

SEVIS was developed to maintain multiple levels of security in both the real-time and batch systems to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are intended for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others. For program sponsor officials, the Exchange Visitor Program regulations (22 CFR 62.71(b) and 62.79(a)(3)) specifically address this issue.

If you suspect that your password has been compromised, you can reset it using the **Change Password** or **Request Password Reset** link on the *SEVIS Login* screen located at <https://egov.ice.gov/sevis/>. Alternatively, you can contact the SEVIS Help Desk at (800) 892-4829 to have your password reset.

If you believe that an unauthorized person has obtained access to international student or exchange visitor data in one of your internal systems (e.g., local batch system) or if you believe

an unauthorized person has gained access to SEVIS, please notify the Department of Homeland Security (DHS) Help Desk immediately at (888) 347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. All other SEVIS concerns or questions should still be directed to the SEVIS Help Desk at (800) 892-4829. When calling the DHS Help Desk to report a security concern, it will be helpful to have the name(s) and contact information for the Principal Designated School Official/Designated School Official (PDSO/DSO), RO, ARO, and school or program technical and security contacts, as appropriate.

The DHS Help Desk will contact the Student and Exchange Visitor Program (SEVP) office immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such actions to be taken may include issuing new SEVIS user IDs and passwords as well as loading new security certificates for the SEVIS batch upload process, if applicable. Additionally, school and sponsor officials who believe that their internal systems may have been compromised should follow their local formal security procedures.

System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise.

If you need assistance, please contact the DHS Help Desk at (888) 347-7762.

## **1.5 Acronyms and Abbreviations**

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

## **1.6 Disclaimer**

All persons, schools, programs, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

The term “status” is used extensively throughout this manual. Unless otherwise noted, the term “status” refers to the EV’s or dependent’s status in SEVIS.

## **2. DESCRIPTION OF SYSTEM FUNCTIONS**

The following sections provide step-by-step instructions for using SEVIS. Included are directions for creating, issuing, and modifying Forms DS-2019 for EVs and dependents. Other program sponsor updates are discussed in Volume I of this manual.

### **2.1 Overview of Screen Components**

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, Listing of Programs and Screen Components, is an example of the screen that displays when logging into SEVIS. It includes various options that are available on the navigation bar

and links that are available from within the list of program sponsors. The screen components are labeled with the terms used in this manual.

## Exhibit 2: Listing of Programs and Screen Components

**Listing of Programs**  
\* Indicates an alert for that program

Name of Program	Location (City/State)	Status	Role	Commands
American Au Pair Agency, Inc.	Anytown, VA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor EV Lists Reports
National Nonspecialty School	WASHINGTON, DC	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports
Sunnydale School	Sunnydale, DC	PROGRAM ACTIVE	ARO	Search New Exchange Visitor EV Lists Reports
Whispering Pines Institute	FAIRFAX, VA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports

**Browser Toolbar**

**Navigation Bar**

**Links**

**SEVIS Role**

08/07/2006 (Monday)

### 2.1.1 SEVIS Screen Components

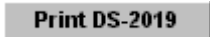



The following is a list of components that may be available on SEVIS screens:

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.
- **Navigation Bar**—The navigation bar lists the role for the logged-in user and the following functions:
  - **Main**—Used to access the *Main* screen or, if performing as a program sponsor user and a school user, the screen from which you select either the **Listing of Programs** (J visa) or **Listing of Schools** (F and M visas) link to display the programs or schools for which you are an authorized user
  - **Help**—Used to access Online Help for SEVIS
  - **Tutorial**—Used to view a brief demonstration of how to use SEVIS

- **Logout**—Used to exit the system
- **Get Adobe Reader**— Used to access the Adobe web site and download the latest version of Adobe Acrobat Reader (used for printing Forms), if you do not have Version 5.0 or higher installed on your computer. (See Appendix B, Download the Latest Version of Adobe Acrobat Reader, for instructions).
- **Links**—Click underlined text to advance to a different screen within SEVIS.

### 2.1.2 Additional SEVIS Screen Components

Additional screen components that display on some SEVIS screens include the following:

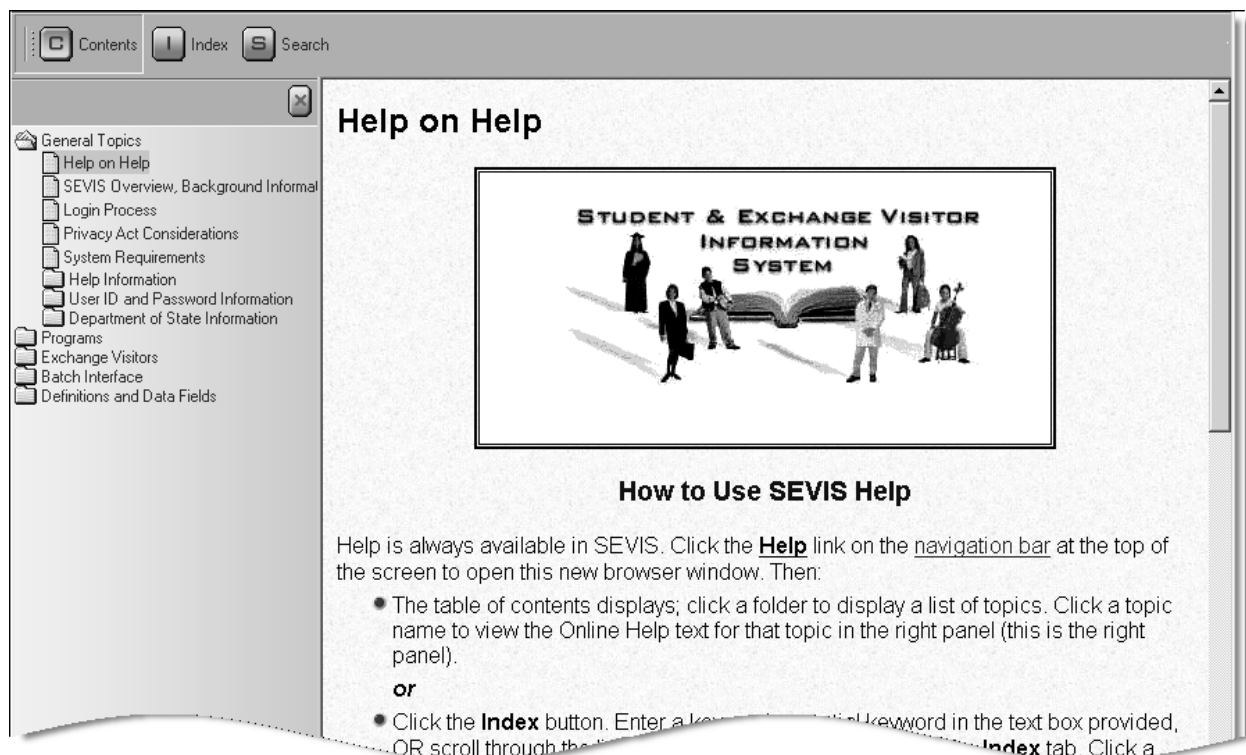
- **Scroll Bar**—This is the part of a window that enables users to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons**—These buttons allow users to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking this button  enables you to print a copy of the Form DS-2019.
  - **Radio Buttons** —Click to make a selection. Only one radio button may be selected at a time.
- **Other Input Methods**
  - **Check Boxes** —Click to make one or more selections. Click the check box again to remove the check mark.
  - **Drop-Down Lists** —Click the down arrow to display a list and then make a selection.

### 2.1.3 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics, and the right panel contains the text associated with the Online Help topic selected. Exhibit 3, Help Screen, is an example of the screen that displays after clicking the **Help** link.

**Note:** The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled

### Exhibit 3: Help Screen



#### **2.1.3.1 Online Help Table of Contents**

To use the Online Help table of contents, perform the following:

1. Click the **Contents** (C) button.
2. In the left panel, click a folder to display a list of topics.
3. Click a topic name to view the Online Help text for that topic in the right panel.


#### **2.1.3.2 Online Help Index**

To use the index, perform the following:

1. Click the **Index** (I) button.
2. Enter a keyword or partial keyword in the text box provided and press **Enter**.  
*or*  
Scroll through the list using the scroll bar on the right side of the left panel.
3. Select a keyword in the left panel to view the Online Help text for the topic in the right panel.





### **2.1.3.3 Search**

To search on a word or phrase, perform the following:

1. Click the **Search** () button.
2. Type search criteria in the text box provided and press the **Enter** key. The results of the search will display in the left panel as a list of topics containing the word or phrase entered.
3. Click a topic name to view the Online Help text for that topic in the right panel.

### **2.1.3.4 Show/Hide Left Panel**


To hide and show the left panel of the *Online Help* screen, perform the following:

1. To hide the left panel, click the **Hide** () button in the upper-right corner of the left panel.
2. Click the **Contents** () , **Index** () , or **Search** () button to restore the left panel.


### **2.1.3.5 Jumps**

To use the jump feature, perform the following:

1. When viewing the Online Help text for a topic in the right panel, click an underlined word or phrase to jump to a new topic.
2. To return from a jump, click the **Back** button on the browser toolbar.

**Note:** Some underlined phrases are web links. They are identified by the text that precedes them. When finished viewing a web page, click the **Close** () button in the upper-right corner of the browser window.

### **2.1.3.6 Close Online Help**


Close Online Help by clicking the **Close** () button in the upper-right corner of the *Help* screen.

## **2.1.4 Print the Online Help**


Printing the Online Help is different for Internet Explorer and Netscape users. It is important to note that the entire Online Help cannot be printed, no matter which browser is used. Only the topic currently being viewed may be printed (that is, one topic at a time).

### **2.1.4.1 Internet Explorer Users**

To print an Online Help topic using Internet Explorer, perform the following steps:


1. Click anywhere in the right panel.
  2. Click the **Print** () button on the browser toolbar. The topic currently being viewed prints to the designated printer.
- or**
1. Click anywhere in the right panel.
  2. Select **Print** from the **File** menu. A *Print* window displays.



3. If necessary, click the **General** tab to move it on top of the other tabs.
4. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
5. Click the **Print** () button to print to the designated printer.

#### **2.1.4.2 Netscape Users**


To print an Online Help topic using Netscape, perform the following steps:

1. Click anywhere in the right panel.
2. Click the **Print** () button on the browser toolbar. The topic currently being viewed prints to the designated printer.

*or*

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays.
3. Ensure that the appropriate printer is selected in the *Printer Name* drop-down list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

#### **2.1.5 Tutorial**

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the screens of the demonstration. Click the **Close** () button in the upper-right corner of the window to close the demonstration at any time.

**Note:** The tutorial cannot be viewed using versions of Netscape lower than 4.79. If using an older version, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a monitor setting of 1024x768.

**Note:** Adobe Flash Player must be installed on the computer in order to view the tutorial. If Adobe Flash Player is not installed on your computer, see Appendix C, Download the Latest Version of Adobe Flash Player, for downloading instructions.

## **2.2 Accessing SEVIS**

SEVIS requires use of the following:

- Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher
- Adobe Acrobat Version 5.0 or higher—If you do not have Adobe Acrobat Version 5.0 or higher on your computer, see Appendix B, Download the Latest Version of Adobe Acrobat Reader, for instructions.

- Laser printer—Laser Postscript printer with 32MB of random access memory (RAM) (96MB is recommended) or a Laser printer with 32MB of RAM (64MB is recommended).
- Adobe Flash Player—Adobe Flash Player must be installed on the computer in order to view the tutorial. If Adobe Flash Player is not installed on your computer, see Appendix C, Download the Latest Version of Adobe Flash Player, for downloading instructions.

An authorized user must have a permanent user ID and password to access SEVIS. When approved to use SEVIS, you will receive an email message containing your user ID and a second message containing a secure link to SEVIS. The secure link is associated with your user ID and is active for 30 days. It may only be used to create a password for your user ID.

To create your password, perform the following:

1. Click the link contained in the email message. The system displays the *Set Password* screen as shown in Exhibit 4, Set Password Screen.

#### **Exhibit 4: Set Password Screen**

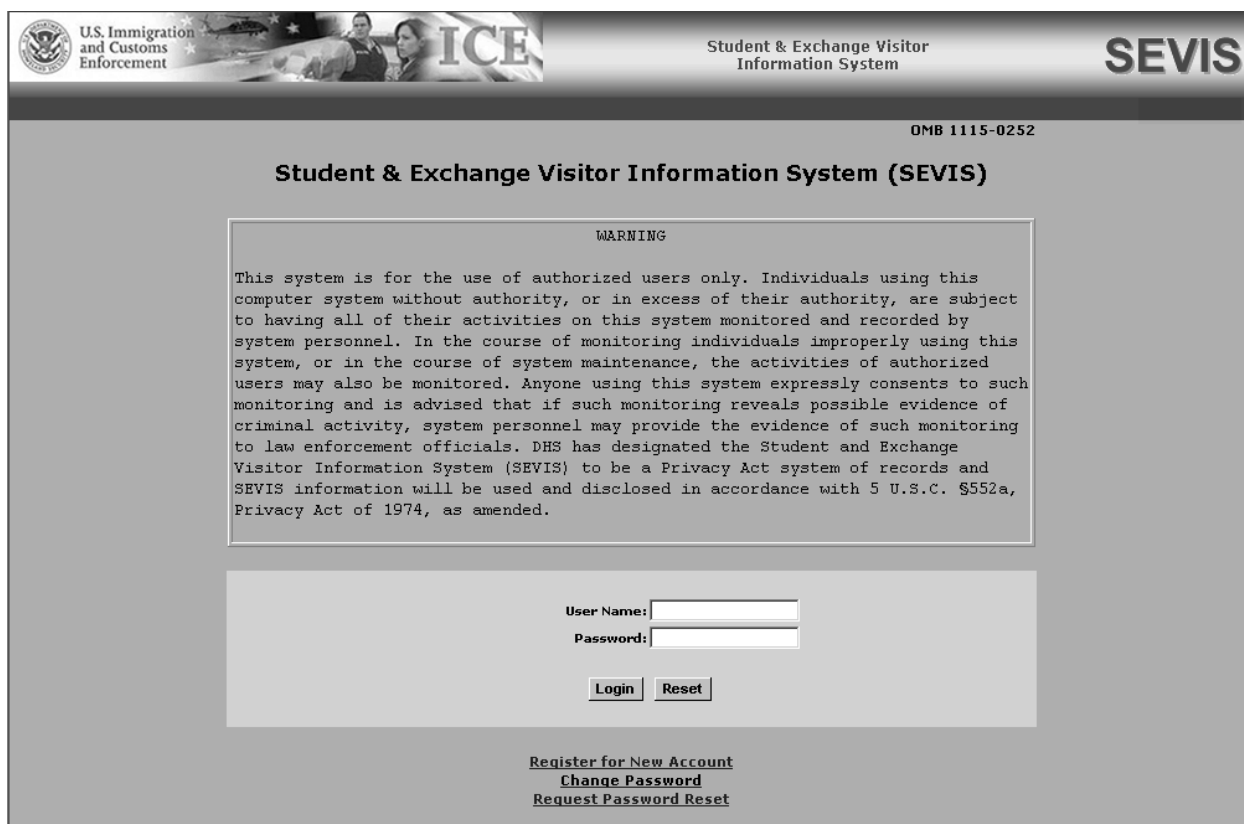


2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Enter your new password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message stating that you have successfully created a password. If the password is not successfully created, a message indicating the reason will display and you will be able to enter the appropriate data.
6. Once the password is successfully created, click **OK** and the system will display the *SEVIS Login* screen. Exhibit 5, SEVIS Login Screen, is an example of the screen.

**Note:** After creating your password, use the *SEVIS Login* screen (<https://egov.ice.gov/sevis/>) to access SEVIS and perform all of your SEVIS-related tasks.

**REMINDER:** You must log into SEVIS a minimum of once every 90 days to keep your SEVIS password active.

### Exhibit 5: SEVIS Login Screen



The screenshot shows the SEVIS login interface. At the top, there is a header bar with the U.S. Immigration and Customs Enforcement (ICE) logo on the left, the text "Student & Exchange Visitor Information System" in the center, and the "SEVIS" logo on the right. Below the header, the text "OMB 1115-0252" is displayed. The main heading is "Student & Exchange Visitor Information System (SEVIS)". A large warning box contains the following text: "WARNING: This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated the Student and Exchange Visitor Information System (SEVIS) to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended." Below the warning box is a login form with fields for "User Name:" and "Password:", and "Login" and "Reset" buttons. At the bottom, there are links for "Register for New Account", "Change Password", and "Request Password Reset".

#### 2.2.1 Guidelines for Passwords

The email you receive from SEVIS when approved to use the system, and the Online Help, provide the specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse your previous six passwords.
- SEVIS passwords have a maximum life span of 90 days. When logging into SEVIS after 90 days, the system automatically displays the *Change Password* screen. See Section 2.2.1.1, *Change Password Every 90 Days*, for instructions.
- Protect your password. If you suspect that your password has been compromised and you are unable to change it using the **Change Password** link or the **Request Password Reset** link, contact the SEVIS Help Desk at (800) 892-4829 to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Request Password Reset** link (see Section 2.2.1.3, *Request Password Reset*, for

instructions) on the *SEVIS Login* screen or contact the SEVIS Help Desk at (800) 892-4829 to have your access to SEVIS reinstated.

- Do not share your SEVIS user ID and password. At no time and under no circumstances is your SEVIS user ID and password to be shared with anyone, either on a transitory or permanent basis (see 22 CFR 62.71(b) and 62.79(a)(3)).

**Note:** Your password can only be changed once every 7 days.

**REMINDER:** You must log into SEVIS a minimum of once every 90 days to keep your SEVIS password active.

### **2.2.1.1      *Change Password Every 90 Days***

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system displays a message asking if you would like to change your password at that time. If you click:

- **Yes**, the *Change Password* screen will display.
- **No**, you will be logged into the system.

After 90 days, when logging into SEVIS, the system automatically displays the *Change Password* screen and you must change your password.

**Note:** Your password can only be changed once every 7 days.

To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.

**Note:** You cannot reuse your previous six passwords.

**WARNING:** Be careful when entering a password.

- **Caps Lock**—Passwords are case sensitive. When creating a password using a mix of uppercase and lowercase letters, it must always be entered that way. If the **Caps Lock** key on the keyboard is turned on and you intend to enter “abcdeF9#”, the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
  - **Numeric Keypad**—If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.
3. Enter your new password again in the **Confirm New Password** field.
  4. Click the **Change Password** button. The system displays a message indicating that the password has been changed. If the password is not successfully created, a message stating the reason displays and you will be able to enter the appropriate data.
  5. Click **OK** to display the *Main* screen.

**Note:** If at any time, you suspect that your password has been compromised and you are not able to change it using the **Change Password** or the **Request Password Reset** link, contact the SEVIS Help Desk at (800) 892-4829 to have your password reset.

**REMINDER:** You must log into SEVIS a minimum of once every 90 days to keep your SEVIS password active.

### **2.2.1.2      *Change Password Voluntarily***

You may change your password as often as once a week using the **Change Password** link on the *SEVIS Login* screen.

**Note:** Your password can only be changed once every 7 days.

To change your password, perform the following:

1. Click the **Change Password** link on the *SEVIS Login* screen. The system displays the *Change Password* screen.
2. Enter your SEVIS user ID in the **User Name** field.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.

**Note:** You cannot reuse your previous six passwords.

5. Enter your new password again in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays a message stating that the password has been changed.
7. Click **OK** to display the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

**REMINDER:** You must log into SEVIS a minimum of once every 90 days to keep your SEVIS password active.

### **2.2.1.3      *Request Password Reset***

The Request Password Reset option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts or 90 days of inactivity.
- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password function.

**Note:** Your password can only be changed once every 7 days.

To request to have your password reset, perform the following:

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays stating that the request has been submitted to SEVIS.

**Note:** An email is sent to the email address associated with the SEVIS user ID. It provides instructions for creating a new SEVIS password.

**REMINDER:** You must log into SEVIS a minimum of once every 90 days to keep your SEVIS password active.

### **2.2.2 Additional Information About the SEVIS Login Screen**

Additional information about the *SEVIS Login* screen follows:

- **Reset** button—Click this button to clear all entries on this screen.
- **Register for New Account** link—This link is used to create a temporary user ID and password and complete the Form DS-3036, Exchange Visitor Program Application. This link is *not* used to obtain a permanent user ID and password for program sponsor officials.
- **Change Password** link—Use this link to change your password voluntarily. See Section 2.2.1.2, *Change Password Voluntarily*, for instructions.
- **Request Password Reset** link—Use this link if you have forgotten your password or your SEVIS account is locked. See Section 2.2.1.3, *Request Password Reset*, for instructions.

**Note:** After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS. This will also happen if you log out of the system improperly; that is, using the **Close** (X) button in the upper-right corner of the browser window. Always use the **Logout** link on the navigation bar to properly exit SEVIS.

### **2.2.3 Log Into SEVIS**

When accessing SEVIS via the Internet (<https://egov.ice.gov/sevis/>), a *Security Alert* screen displays. Click the **Yes** button to continue to the *SEVIS Login* screen (Exhibit 5).

**Note:** After creating your initial password, use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* screen at <https://egov.ice.gov/sevis/>.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.

**WARNING:** Be careful when entering a password.

- **Caps Lock**—Passwords are case sensitive. When creating a password using a mix of uppercase and lowercase letters, it must always be entered that way. If the **Caps Lock** key on the keyboard is turned on and you intend to enter “abcdeF9#”, the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
  - **Numeric Keypad**—If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.
4. Press the **Enter** key or click the **Login** button. The system displays a screen containing important information about the Paperwork Reduction Act.
  5. Read the information and then click the **I Have Read and Understand This Notice** button to continue. The *Listing of Programs* screen displays. Exhibit 6, Listing of Programs Screen, is an example of the screen.

**Exhibit 6: Listing of Programs Screen**

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout ARO Get Adobe Reader

**Listing of Programs**

\* Indicates an alert for that program

Name of Program	Location (City/State)	Status	Role	Commands
American Au Pair Agency	Anytown, VA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor EV Lists Reports
National Nonspecialty School	WASHINGTON, DC	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports
Whispering Pines Institute	FAIRFAX, VA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports

## 2.2.4 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar as shown in Exhibit 7, Navigation Bar—Logout Link.

**WARNING:** If you click the **Close** (X) button in the upper-right corner of the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message will display: “A user is already logged on with this user name.” Use the **Logout** link on the navigation bar to properly exit SEVIS.

## Exhibit 7: Navigation Bar—Logout Link



**Logout Link**

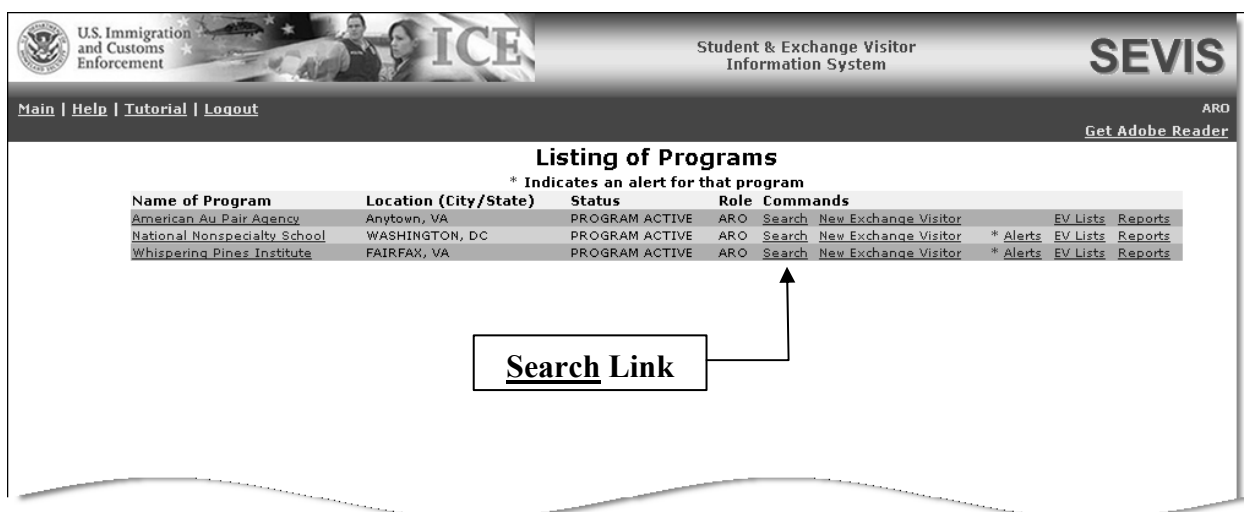
**Note:** If the system should lockup at any time, click the **Close (X)** button in the upper-right corner of the browser window to exit SEVIS. If you try to access the system before the end of 20 minutes, the following message will display: “A user is already logged on with this user name.”

## 2.3 Exchange Visitor Search

After logging into SEVIS, the system displays a list of programs associated with your user ID. You may search for an EV or dependent record in any of the programs for which you are assigned a role. Exhibit 8, Listing of Programs Screen—Search Link, shows the location of the **Search** link on the screen.

**Note:** When performing a search, the system queries only the sponsor data associated with the search link selected. This search function does not query any other records. To search for EVs in another program, click the **Search** link for the appropriate program.

## Exhibit 8: Listing of Programs Screen—Search Link




**Search Link**

To perform a search, complete the following:


1. On the *Listing of Programs* screen, click the **Search** link to the right of the name of the program whose records will be searched. The system displays the *Exchange Visitor Search* screen. Exhibit 9, *Exchange Visitor Search Screen*, is an example of the screen.



## Exhibit 9: Exchange Visitor Search Screen



U.S. Immigration  
and Customs  
Enforcement



ICE

Student & Exchange Visitor  
Information System

SEVIS

[Main](#) | [Listing of Schools](#) | [Listing of Programs](#) | [Help](#) | [Tutorial](#) | [Logout](#)

[Get Adobe Reader](#)

### Exchange Visitor Search

Required fields are marked with an asterisk (\*).  
Select Sort Option, Search By, Search Type and Search Criteria.

\* Sort Option

\* Sort By:

\* Sort Direction: ☒ Ascending ☐ Descending

\* Search By

\* Search Type (Select one radio button and complete the associated field(s).)

☒ SEVIS ID:   
Note: The entry in the Search By field is disregarded when searching on a SEVIS ID.

☐ Personal Information

\* Family Name:   
(allows wildcard \* as input, e.g. \*joh\*)

First Name:

Date of Birth:  (MM/DD/YYYY)

Gender:

Country of Birth:

Country of Citizenship:

Country of Legal Permanent Residence:

☐ All Exchange Visitors or Dependents

\* Search Criteria (Select one radio button and complete the associated field(s).)

☒ None (Valid only when the Search Type is SEVIS ID.)

☐ Search by Category

\* Category:

Subject/Field Code:

☐ Search by Status

\* Status:

Program Start Date Range: From:  To:  (MM/DD/YYYY)

Program End Date Range: From:  To:  (MM/DD/YYYY)

Country of Birth:

Country of Citizenship:

Category:

Subject/Field Code:

☐ Search by Termination Reason

\* Termination Reason:

Termination Date Range: From:  To:  (MM/DD/YYYY)

☐ Search by Inactive Reason

\* Inactive Reason:

Inactive Date Range: From:  To:  (MM/DD/YYYY)

☐ Search by Invalid Reason

\* Invalid Reason:

Invalid Date Range: From:  To:  (MM/DD/YYYY)

12/16/2005 (Friday)

2. Enter or select the necessary search criteria. Required sections and fields are marked with an asterisk (\*). The following is a list with explanations of the sections and fields on this screen.

**Note:** Provide as many search criteria as possible to obtain a manageable list of results. The system may require additional time to obtain the results of a search that includes only one search criterion.

Field	Description/Explanation
* <b>Sort Option</b> section	The sort options are required fields; both must be completed.
* <b>Sort By</b>	Select the <b>Sort By</b> option from the drop-down list.
* <b>Sort Direction</b>	Select the <b>Sort Direction</b> , either <b>Ascending</b> or <b>Descending</b> .
* <b>Search By</b> section	Select either <b>Exchange Visitor</b> or <b>Dependent</b> .
* <b>Search Type</b> section	Select one radio button and complete the associated fields.
<b>SEVIS ID</b>	Click this radio button and enter a valid SEVIS ID in 'N1234567890' format. <b>Note:</b> When searching by the SEVIS ID, it does not matter whether <b>Exchange Visitor</b> or <b>Dependent</b> is selected in the <b>Search By</b> section. If the SEVIS ID matches, the results will display. Therefore, if the SEVIS ID of a dependent is entered, but <b>Exchange Visitor</b> is selected in the <b>Search By</b> section, the dependent will show in the results.
<b>Personal Information</b>	Click this radio button and complete the following fields, as applicable. Completion of the <b>Family Name</b> field is required; the other fields in this section are optional.
* <b>Family Name</b>	Enter the family name of the EV or dependent. If necessary, use the asterisk (*) wildcard. Enter at least three characters of the family name, preceded and/or followed by *; for example: <ul style="list-style-type: none"> <li>• <b>joh*</b> may return a list containing family names such as Johnson, Johanson, and Johannes.</li> <li>• <b>*son</b> may return a list containing family names such as Mathison, Johnson, and Gleson.</li> <li>• <b>*ang*</b> may return a list containing family names such as Angelus, Langley, and Wang.</li> </ul>
<b>First Name</b>	Enter the first name of the EV or dependent.
<b>Date of Birth</b>	Enter a date of birth in MM/DD/YYYY format.
<b>Gender</b>	Select an option from the drop-down list.

<b>Field</b>	<b>Description/Explanation</b>
<b>Country of Birth</b>	Select a country from the drop-down list.
<b>Country of Citizenship</b>	Select a country from the drop-down list.
<b>Country of Legal Permanent Residence</b>	Select a country from the drop-down list.
<b>All Exchange Visitors or Dependents</b>	Click this radio button to search on all EVs or dependents in this program.
<b>* Search Criteria section</b>	Click one radio button and complete the associated fields.
<b>None</b>	Click this radio button when searching on a SEVIS ID. This option is valid only when the <b>Search Type</b> is <b>SEVIS ID</b> .
<b>Search By Category</b>	Click this radio button and complete the following fields as applicable.
<b>* Category</b>	Select a category from the drop-down list.
<b>Subject/Field Code</b>	<p>To select the field the EV will be studying or participating in while in the United States, perform the following:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Select</b> button to display the <i>Select Subject Code</i> screen and make a selection from the <i>Category</i> drop-down list.</li> <li>2. Click the <b>Search</b> button to view the list of subjects for the category selected. Find the subject that most closely matches the student's field of study and click its code at the left end of the row. The system automatically returns the <i>Exchange Visitor Search</i> screen, and the selected subject/field of study displays on the screen.</li> <li>3. If necessary, click the <b>Clear</b> button to delete this information from the <i>Exchange Visitor Search</i> screen.</li> </ol>
<b>Search by Status</b>	Click this radio button and complete the fields as applicable. Completion of the <b>Status</b> field is required; the other fields in this section are optional.
<b>* Status</b>	Select a status from the drop-down list.
<b>Program Start Date Range</b>	Enter the dates for a specific period of time. For example, 10/01/2006 to 12/31/2006 would return a list of names of EVs whose program start date is between October 1, and December 31, 2006.

<b>Field</b>	<b>Description/Explanation</b>
<b>Program End Date Range</b>	Enter the dates for a specific period of time. For example, 01/01/2007 to 03/31/2007 would return a list of names of EVs whose program end date is between January 1, and March 31, 2007.
<b>Country of Birth</b>	Select a country from the drop-down list.
<b>Country of Citizenship</b>	Select a country from the drop-down list.
<b>Category</b>	Select a category from the drop-down list.
<b>Subject/Field Code</b>	<p>To select the field the EV will be studying or participating in while in the United States, perform the following:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Select</b> button to display the <i>Select Subject Code</i> screen and make a selection from the <i>Category</i> drop-down list.</li> <li>2. Click the <b>Search</b> button to view the list of subjects for the category selected. Find the subject that most closely matches the EV's field of study and click its code at the left end of the row. The system automatically returns the <i>Exchange Visitor Search</i> screen, and the selected subject/field of study displays on the screen.</li> <li>3. If necessary, click the <b>Clear</b> button to delete this information from the <i>Exchange Visitor Search</i> screen.</li> </ol>
<b>Search by Termination Reason</b>	Click this radio button and complete the following fields as applicable. Completion of the <b>Termination Reason</b> field is required; the other field in this section is optional.
<b>* Termination Reason</b>	Select an option from the drop-down list.
<b>Termination Date Range</b>	Enter the dates for a specific period of time. For example, 08/01/2006 to 10/31/2006 would return a list of names of EVs or dependents who were terminated between August 1, and October 31, 2006.
<b>Search by Inactive Reason</b>	Click this radio button and complete the following fields as applicable. Completion of the <b>Inactive Reason</b> field is required; the other field in this section is optional.
<b>* Inactive Reason</b>	Select an option from the drop-down list.
<b>Inactive Date Range</b>	Enter the dates for a specific period of time. For example, 08/01/2006 to 10/31/2006 would return a list of names of EVs or dependents whose status became Inactive between August 1, and October 31, 2006.

Field	Description/Explanation
<b>Search by Invalid Reason</b>	Click this radio button and complete the following fields as applicable. Completion of the <b>Invalid Reason</b> field is required; the other field in this section is optional.
<b>* Invalid Reason</b>	Select an option from the drop-down list.
<b>Invalid Date Range</b>	Enter the dates for a specific period of time. For example, 08/01/2006 to 10/31/2006 would return a list of names of EVs or dependents whose status became Invalid between August 1, and October 31, 2006.

- Click the **Search** button. The system displays a list containing the EV or dependent names that match your search criteria, if any. Exhibit 10, Search Results Screen, shows an example of the search results list.

### Exhibit 10: Search Results Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout Get Adobe Reader

**Whispering Pines Institute**  
Program Number: P-1-00468

**Search Results**

[New Search](#) [Refine Search](#)

**Search Criteria:**  
Status = ACTIVE

SEVIS ID	Family Name	First Name	Visa	Status	Program	Start Date	Program End Date	Date of Last Update	Date of Last Status Change
N0000090902	Campbell	Violet	J-1	ACTIVE	07/26/2005	10/30/2006	10/26/2005	07/26/2005	
N0000090900	Dansko	Maria	J-1	ACTIVE	07/26/2005	06/30/2006	08/12/2005	08/12/2005	
N0000081425	DMSEV	d	J-1	ACTIVE	08/20/2005	07/04/2006	11/21/2005	11/21/2005	
N0000094222	Doe	John	J-1	ACTIVE	11/08/2005	10/31/2006	11/08/2005	11/08/2005	
N0000091888	Dunn	Harry	J-1	ACTIVE	09/16/2005	08/31/2006	11/02/2005	09/16/2005	
N0000094683	Gift	Holiday	J-1	ACTIVE	12/26/2005	12/20/2006	12/07/2005	12/07/2005	
N0000090901	Martinez	Damien	J-1	ACTIVE	09/20/2005	06/30/2006	11/02/2005	08/12/2005	
N0000091762	Rosettia	Maria	J-1	ACTIVE	08/18/2005	07/31/2006	08/24/2005	08/24/2005	
N0000091823	Schumacher	Renee	J-1	ACTIVE	09/25/2005	08/20/2006	10/26/2005	10/26/2005	
N0000092217	Stask	Rey	J-1	ACTIVE	09/22/2005	06/30/2006	11/22/2005	09/22/2005	
N0000091942	Tess	Ony	J-1	ACTIVE	09/10/2005	12/31/2005	10/12/2005	10/12/2005	
N0000090899	Wu	Mary	J-1	ACTIVE	09/19/2005	06/30/2006	09/19/2005	07/07/2005	
N0000081469	zeenez	zio	J-1	ACTIVE	08/20/2005	12/09/2005	12/09/2005	11/21/2005	

13 Recs

**Family Name Link** (Friday)

- Locate the name of the EV or dependent whose record is to be viewed and/or updated and click the appropriate link in the **Family Name** column. The system will display the EV's record.

**Note:** Click the **New Search** link at the top of the *Search Results* screen to return to the *Exchange Visitor Search* screen and begin a new search (all search criteria will be deleted from the screen). Click the **Refine Search** link to return to the *Exchange Visitor Search* screen and enter additional search criteria, or change the existing search criteria and perform another search.

## 2.4 Exchange Visitor Lists

SEVIS provides quick access to lists of EVs to view. From these lists, EV records may be accessed for processing. These lists provide a quick method for program sponsor officials to access EV and dependent records.

On the *Listing of Programs* screen (see Exhibit 6), click the **EV Lists** link (to the right of the name of a program) and the system will display a screen containing the lists of EVs and dependents that can be generated. Exhibit 11, Exchange Visitors and Dependents Menu, is an example of the screen that displays.

**Exhibit 11: Exchange Visitors and Dependents Menu**

The screenshot shows the SEVIS web interface. At the top, there is a header with the U.S. Department of Homeland Security seal, the text 'U.S. Immigration and Customs Enforcement', the 'ICE' logo, and the 'SEVIS' logo. Below the header is a navigation bar with links: 'Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout'. On the right side of the navigation bar is a link 'Get Adobe Reader'. The main content area has a title 'Whispering Pines Institute' and 'Program Number: P-1-00468'. Below this is a section titled 'Exchange Visitors and Dependents Menu' which contains a list of links: 'All Exchange Visitors and Dependents', 'Saved Exchange Visitors and Dependents', 'Initial Status Exchange Visitors and Dependents', 'Active Status Exchange Visitors and Dependents', 'Terminated Status Exchange Visitors and Dependents', 'Transferred Status Exchange Visitors and Dependents', 'Transferred (OUT) Status Exchange Visitors and Dependents', 'Transferred to a Non-SEVIS Sponsor Status Exchange Visitors and Dependents', 'Inactive Status Exchange Visitors and Dependents', 'Invalid Status Exchange Visitors and Dependents', 'No Show Status Exchange Visitors and Dependents', and 'Port of Entry Arrivals'. At the bottom of the page, the date '12/16/2005 (Friday)' is displayed.

Clicking one of these links will display the appropriate list of EVs and/or dependents. The following lists, in alphabetical order, may be generated:

List Title	Description/Explanation
Active Status Exchange Visitors and Dependents	A list of all EVs and dependents whose SEVIS status is Active. The program sponsor has validated the EV's participation in his or her program (by entering the current U.S. address [residence] for the EV). Following the validation of the EV in SEVIS, the EV is considered to be in Active or "valid program" status. For each EV and dependent, the list shows the SEVIS

List Title	Description/Explanation
	<p>ID, family name, first name (if applicable), visa type (J-1 or J-2), category; program begin and end dates, and the date of the last update to the record. Click a link in the <b>Family Name</b> column to see the full record for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>
All Exchange Visitors and Dependents	<p>A list of all EVs and dependents, regardless of status, for the selected program. See Appendix D, Status Values for Exchange Visitors and Dependents, for a detailed explanation of each status value.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), status, date of last status change, and program begin and end dates. Click a link in the <b>Family Name</b> column to see the data for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>
Inactive Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is Inactive. SEVIS assigns the status of Inactive (EV and/or dependents are out of program status) for one of the following reasons:</p> <ul style="list-style-type: none"> <li>• The EV completes his or her program as scheduled—Form DS-2019 expires (will display on the list the day after the program end date)</li> <li>• The EV completes his or her program early or withdraws from the program (the RO or ARO must update the EV's record)</li> <li>• A child dependent turns 21 years of age (will display on the list the day the child dependent turns 21)</li> <li>• The spouse gets divorced from the EV or the spouse and/or dependent dies (the RO or ARO must update the EV's record)</li> </ul> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), category, and the reason for and date of their inactivity. Click a link in the <b>Family Name</b> column to see the data for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>

List Title	Description/Explanation
Initial Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is Initial. The EV and/or dependent records have been created and submitted to the SEVIS database, but the program sponsor has not validated the EV's program. Validation is the process for updating the EV's record in SEVIS no later than 30 days after the program begin date identified in SEVIS to show that the EV has actually arrived at the site of activity in the United States identified by the program sponsor and is participating in his or her program.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), category, program begin date, and submission date of the Form DS-2019. Click a link in the <b>Family Name</b> column to see the data for that person. Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>
Invalid Status Exchange Visitors and Dependents	<p>A list of all EVs that are in Invalid status. Invalid status indicates that the EV:</p> <ul style="list-style-type: none"> <li>• Did not use the Form DS-2019 issued by your program to obtain a visa</li> <li>• Used the Form to obtain a visa but did not enter the United States through a port of entry (POE) 30 days after the program begin date identified in SEVIS.</li> </ul> <p><b>Note:</b> When an EV's Form becomes Invalid, the system increases the allotment of Forms DS-2019 available to the program by one.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), program number, country of citizenship, and the date of last status change. Click a link in the <b>Family Name</b> column to see the data for that person. Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>



List Title	Description/Explanation
No Show Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is No Show. SEVIS assigns the status of No Show when:</p> <ul style="list-style-type: none"> <li>• The EV has entered the United States through a POE and has not been validated in SEVIS 30 days after the program begin date identified in SEVIS.</li> <li>• In a transfer situation, the EV has not been validated in SEVIS 30 days after the effective date of transfer identified on the <i>Exchange Visitor Information</i> screen.</li> </ul> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), gender, country of birth, visa type (J-1 or J-2), and No Show date. Click a link in the <b>Family Name</b> column to see the data for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>
Port of Entry Arrivals	<p>A list of all EVs and dependents who have entered the United States through a POE.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), gender, date of birth, country of birth, visa type (J-1 or J-2), date of entry, and program start date. Click a link in the <b>Family Name</b> column to see the full record for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>
Saved Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is Saved or Draft. The EV and dependent records have been saved but not submitted to the SEVIS database.</p> <p>For each EV and dependent, the list shows the date the record was saved, family name, first name (if applicable), gender, visa type (J-1 or J-2), date and country of birth, and country of citizenship. Click a link in the <b>Family Name</b> column to see the full record for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>

List Title	Description/Explanation
Terminated Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is Terminated. Termination implies a change from Active or “valid program” status prior to program completion. Termination has an <b>adverse</b>, or <b>negative</b>, affect on the EV’s record and on the record of each dependent of the EV. Terminated EVs have no benefits; for example, they cannot apply for an extension, reinstatement, or change of category.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), category, and the reason for and date of the termination. Click a link in the <b>Family Name</b> column to see the full record for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>
Transferred (Out) Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is Transferred Out. The EV has transferred to another program.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), category, and the effective date of transfer. Click a link in the <b>Family Name</b> column to see the data for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>
Transferred Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is Transferred. The EV is transferring into your program but has not yet been validated and is not actively participating in your program at this time. <b>Note:</b> When an EV is in this status, his or her record may be updated and validated by the program to which the EV is transferring.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), category, and the effective date of transfer. Click a link in the <b>Family Name</b> column to see the full record for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>

List Title	Description/Explanation
<p>Transferred to a Non-SEVIS Sponsor Status Exchange Visitors and Dependents</p> <p><b>Note:</b> The ability to transfer EVs to a non-SEVIS program is no longer available. However, there may be EVs who will always have this status; they transferred prior to the date mandated for enrollment of all Exchange Visitor Programs in SEVIS.</p>	<p>A list of all EVs that have transferred to a non-SEVIS Exchange Visitor Program. EV names display on this list after the effective date of transfer and will remain on this list indefinitely.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), category, and the effective date of transfer. Click a link in the <b>Family Name</b> column to see the full record for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the <i>Exchange Visitors and Dependents Menu</i> screen.</p>

## 2.5 Creating an Exchange Visitor Form DS-2019

The eligibility process enables designated program sponsors to create, maintain, and print records (Form DS-2019) for EVs and dependents. In addition, SEVIS provides the capability to access and update previously created records.

When logging into SEVIS, the system displays the *Paperwork Reduction Act* notice. The next screen that displays includes the list of programs associated with the user's ID. Exhibit 12, Listing of Programs Screen—New Exchange Visitor Link, is an example of the screen that displays when an RO or ARO logs into the system. The screen also shows the location of the **New Exchange Visitor** link on the *Listing of Programs* screen.

### Exhibit 12: Listing of Programs Screen—New Exchange Visitor Link

**Listing of Programs**  
\* Indicates an alert for that program

Name of Program	Location (City/State)	Status	Role	Commands
American Au Pair Agency	Anytown, VA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor EV Lists Reports
National Nonspecialty School	WASHINGTON, DC	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports
Whispering Pines Institute	FAIRFAX, VA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports

**New Exchange Visitor**  
**Link**

ROs and AROs have the option to create a “New Exchange Visitor” (complete Form DS-2019 for an EV and dependents, if any) for any of the programs for which they are assigned a role. Instructions for completing the Form are provided in the subsequent sections.



**Note:** One RO or ARO may begin and save a Form DS-2019 for an EV. Another RO or ARO may complete and submit the Form. The name of the official who submits and prints the record from SEVIS will print on the Form DS-2019.

### **2.5.1 Complete Page 1 of the Form DS-2019—Personal Information**

To create a Form DS-2019 for a new (initial) EV, perform the following:

1. Click the **New Exchange Visitor** link (on the *Listing of Programs* screen) to the right of the name of the program in which the EV wishes to participate. The system displays the *New Exchange Visitor* screen for the selected program as shown in Exhibit 13, New Exchange Visitor Personal Information Screen.

## Exhibit 13: New Exchange Visitor Personal Information Screen



Student & Exchange Visitor  
Information System

**SEVIS**

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### New Exchange Visitor For Whispering Pines Institute

**P-1-00468**

Enter Initial Information about Exchange Visitor  
Required fields are marked with an asterisk(\*).

Visa Type: J-1

1. * Family Name:	<input type="text"/>
2. First Name:	<input type="text"/>
3. Middle Name:	<input type="text"/>
4. Suffix:	Select One
5. * Date of Birth:	<input type="text"/> (MM/DD/YYYY)
6. * Gender:	Male <input type="radio"/> Female <input type="radio"/>
7. * City of Birth:	<input type="text"/>
8. * Country of Birth:	Select One
If the United States or a U.S. territory is chosen, select one of the following:	
9. * Country of Citizenship:	Select One
10. * Country of Legal Permanent Residence:	Select One
11. Social Security Number:	<input type="text"/>
12. Driver's License Number:	<input type="text"/>
13. Driver's License Issue State:	<input type="text"/>
14. Individual Taxpayer ID Number:	<input type="text"/>
15. * Position:	Select One
16. * Exchange Visitor Category:	Select One
17. * Subject/Field Description:	Select
* Subject/Field Remarks:	<p>The text may be truncated on the printed Form DS-2019 if it is longer than the available space. However, you will be able to view the entire text in SEVIS.</p> <input type="text"/>

18. Current U.S. Address:

* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	VIRGINIA
* Zip Code:	20108 - 0001

19. Foreign Address:

Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
Country:	Select One
Province/Territory:	<input type="text"/>
Postal Code:	<input type="text"/>

20. Creation Reason:

Begin New Program

21. * Program Begin Date:	<input type="text"/> (MM/DD/YYYY)
22. * Program End Date:	<input type="text"/> (MM/DD/YYYY)

Reset Values

Save Draft

Next

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2. Below is a list with a brief description or explanation for each section/field on this screen. An asterisk (\*) precedes the fields that must be completed. Some of these fields and sections contain text boxes, drop-down lists, radio buttons, and command buttons. To complete this screen, enter the following data:

Field/Section	Description/Explanation
* <b>1. Family Name</b>	Enter the surname or last name of the EV. If the person has only one name, enter it in this field. <b>Note:</b> The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>2. First Name</b>	Enter the first name of the EV. This field may be left blank if the person has only one name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>3. Middle Name</b>	Enter the middle name of the EV. This field may be left blank if this person has no middle name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>4. Suffix</b>	Select a title, such as Junior, that may display at the end of a person's name.
* <b>5. Date of Birth</b>	Enter the EV's date of birth in MM/DD/YYYY format.
* <b>6. Gender</b>	Select the EV's gender, <b>male</b> or <b>female</b> .
* <b>7. City of Birth</b>	Enter the unabbreviated name of the city where the person was born.
* <b>8. Country of Birth</b>	Select the name of the country in which the person was born. <b>Note:</b> United States may be selected as the country of birth if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the <b>Country of Birth</b> field. 2. Select an option from the <b>If the United States or U.S. Territory is chosen...</b> drop-down list.

Field/Section	Description/Explanation
	<p><b>Note:</b> Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, an EV's personal or program information may not be created or updated as follows:</p> <ul style="list-style-type: none"> <li>• If an EV's country of birth (COB) or country of citizenship (COC) is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.</li> <li>• If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.</li> </ul>
<p>* <b>9. Country of Citizenship</b></p>	<p>Select the name of the country in which the EV maintains citizenship.</p> <p><b>Note:</b> Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows:</p> <ul style="list-style-type: none"> <li>• If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.</li> <li>• If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.</li> </ul>
<p>* <b>10. Country of Legal Permanent Residence</b></p>	<p>Select the name of the country in which the EV is a legal permanent resident (LPR).</p> <p>For most EV applicants, the Country of Legal Permanent Residence will be the same as the Country of Citizenship. Some applicants, however, will be permanent residents of other countries. Note the</p>

Field/Section	Description/Explanation
	difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would <b>not</b> be considered an LPR of Italy.
<b>11. Social Security Number</b>	Enter the EV's Social Security number. Completion of this field is optional.
<b>12. Driver's License Number</b>	Enter the EV's driver's license number assigned by the state that issued the license. Completion of this field is optional.
<b>13. Driver's License Issue State</b>	Select from the drop-down list the state that issued the driver's license to the EV, if applicable. Completion of this field is optional.
<b>14. Individual Taxpayer ID Number</b>	Enter the taxpayer ID for an EV who is employed or has such an ID. Completion of this field is optional.
* <b>15. Position</b>	Select an option from the list that most closely matches the EV's position in his or her home country.
* <b>16. Exchange Visitor Category</b>	Select the J visa participant category for the EV. The options available on the drop-down list relate to those authorized for your organization by DoS.
* <b>17. Subject/Field Description</b>	<p><b>Note:</b> The DoS subject/field codes have been replaced with the Department of Education's Classification of Instructional Programs (CIP) codes, 2000 edition, that were developed by the U.S. Department of Education's National Center for Educational Statistics (NCES). The CIP contains code numbers for instructional programs in all areas of education and is the accepted Federal Government statistical standard on instructional program classifications.</p> <p>To select the field the EV will be studying or participating in while in the United States, perform the following:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Select</b> button to display the <i>Select Subject Code</i> screen, and make a selection from the <i>Category</i> drop-down list.</li> <li>2. Click the <b>Search</b> button to view the list of subjects for the category selected. Find the subject that most closely matches the EV's field of study and click its code at the left end of the row. The system automatically returns to the <i>Exchange Visitor Personal Information</i> screen of the Form DS-2019 and the final selection is displayed.</li> <li>3. If necessary, click the <b>Clear</b> button to remove this</li> </ol>



Field/Section	Description/Explanation
	<p>Subject/Field code, and repeat Steps 1 and 2. This is a required field.</p> <p><b>Note:</b> Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows:</p> <ul style="list-style-type: none"> <li>• If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.</li> <li>• If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.</li> </ul>
* <b>Subject/Field Remarks</b>	<p>Enter additional comments regarding the EV's program while in the United States or enter <b>None</b>. Do not use hard returns (that is, do not press the <b>Enter</b> key) when entering text; doing so may make the text wrap and print in field 5 on the Form DS-2019. Exhibit 14, Subject/Field Remarks, shows how the text may print when hard returns are used.</p> <p><b>Note:</b> The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text may be viewed in SEVIS.</p>

## Exhibit 14: Subject/Field Remarks

DRAFT

1. Family Name: <b>Cornelius</b>		First Name: <b>Ranier</b>	Middle Name: 
Date of Birth (mm-dd-yyyy): <b>07-10-1958</b>		City of Birth: <b>Santiago</b>	Country of Birth: <b>SPAIN</b>
Legal Permanent Residence Country Code: <b>SP</b>		Legal Permanent Residence Country: <b>SPAIN</b>	Position Code: <b>134</b>
U.S. Address: 		Position: <b>CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT</b>	
2. Program Sponsor: <b>National School of Music</b>		Exchange Visitor Program Number: <b>P-1-00468</b>	
Participating Program Official Description: <b>TRAINEE (SPECIALTY)</b>			
Purpose of this form: <b>Begin new program; accompanied by number (0) of immediate family members.</b>			
3. Form Covers Period: From (mm-dd-yyyy): <b>09-01-2006</b> To (mm-dd-yyyy): <b>08-31-2007</b>		4. Exchange Visitor Category: <b>SPECIALIST</b>	
		Subject/Field Code: <b>52.9999</b>	Subject/Field Code Remarks: <b>Remarks and a hard return.</b>
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: BROADCASTING BOARD OF GOVERNORS : \$17,000.00 The Exchange Visitor's Government : \$3,000.00 Personal funds : \$2,500.00 Total : \$22,500.00		Remarks and a hard return. Remarks and a hard return. Remarks and a hard return.	

Subject/Field Remarks

Field/Section	Description/Explanation
* <b>18. Current U.S. Address</b>	<p>Sponsors are required to enter the actual and current U.S. address of all participants into SEVIS (see 22 CFR 62.70(b)). When data are first entered for an EV applicant who has not yet entered the country, Current U.S. Address will be the address where he or she expects to reside, if known. Otherwise, it can be the address of the program sponsor. When the EV enters the country and is validated, however, his or her current U.S. address (where the EV will reside) <b>must</b> be entered, if different from the one originally used. Please note, it is the EV's primary site of activity address that prints on the Form DS-2019.</p> <p><b>Note:</b> When entering data for Secondary Students (high school students), enter the host family name in the <b>Address 1</b> field and enter the street address for the residence in the <b>Address 2</b> field. For an Au Pair, enter the host family's address.</p>
<b>19. Foreign Address</b>	Enter the person's foreign address. Completion of these fields is optional.

Field/Section	Description/Explanation
<b>20. Creation Reason</b>	The only creation reason for new EVs is <b>Begin New Program</b> . This field is filled in by SEVIS.
* <b>21. Program Begin Date</b>	<p>Enter the date, determined by the program sponsor, on which the EV's participation in your program is expected to begin. It must be entered in MM/DD/YYYY format.</p> <p>The end date, in combination with the program begin date, must:</p> <ul style="list-style-type: none"> <li>• Be equal to or greater than the minimum duration of participation</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>• Cannot exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations.</li> </ul> <p>See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for guidance.</p>
* <b>22. Program End Date</b>	<p>Enter the date, determined by the program sponsor, on which the EV's program will end. It must be entered in MM/DD/YYYY format.</p> <p>The end date, in combination with the program begin date, must:</p> <ul style="list-style-type: none"> <li>• Be equal to or greater than the minimum duration of participation</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>• Cannot exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation.</li> </ul> <p>See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for guidance.</p>

3. Click one of the following buttons:

<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Save Draft</b>	Click this button to save the data entered. Saving the data will allow an RO or ARO to return to the record at a later date and complete and/or submit it to SEVIS.
<b>Next</b>	Click this button to automatically save the data entered and advance to the next page of the Form DS-2019. If any fields and sections have not been completed or contain incorrect information, the system will display an

error message indicating the error(s). Make the necessary corrections and click the **Next** button again.

## 2.5.2 Complete Page 2 of the Form DS-2019—Site of Activity

Page 2 of the Form DS-2019 is used to collect program information for the EV. All EVs must have at least one site of activity. Exhibit 15, Site of Activity Menu, is an example of Page 2.

**Note:** In Exhibit 15, two sites of activity have already been added for the EV.

### Exhibit 15: Site of Activity Menu

**Whispering Pines Institute**  
Program Number: P-1-00468

**Site of Activity Menu**  
**Exchange Visitor Information**

SEVIS ID:  
Family Name: **Comeilus**  
First Name: **Ranier**  
Suffix:  
Gender: **MALE**  
Date of Birth: **07/10/1958**  
City of Birth: **Santiago**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **DRAFT**  
Active/Initial Dependent Count: **0**  
Program Number: **P-1-00468**  
Program Sponsor: **Whispering Pines Institute**  
Position: **134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT**  
Category: **SPECIALIST**  
Subject/Field Description: **Business, Management, Marketing, and Related Support Services, Other**  
Subject/Field Remarks: **None**  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: **09/01/2006**  
Program End Date: **08/31/2007**  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: **J-1**  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

**Links used to edit or delete a Site of Activity**

Primary Site of Activity	Site of Activity	Address	Remarks	Commands
<input checked="" type="radio"/>	Whispering Pines Institute	123 Main Avenue Fairfax, VA 20108	Completion of this field is optional.	<a href="#">Edit</a>
<input type="radio"/>	City of Fairfax	9550 Government Center Drive Fairfax, VA 20108		<a href="#">Edit</a> <a href="#">Delete</a>

[Add Site of Activity](#)

[Previous](#) [Change Primary Site of Activity](#) [Next](#) [Print Draft DS-2019](#)

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**Add Site of Activity Link**

**Existing Sites of Activity**


1. To complete Page 2, click the **Add Site of Activity** link in the lower-left part of the screen. Exhibit 16, Exchange Visitor Information Screen—Add Site of Activity, is an example of the screen that displays.

**Note:** In Exhibit 16, the Site of Activity fields have been completed.

### Exhibit 16: Exchange Visitor Information Screen—Add Site of Activity



U.S. Immigration  
and Customs  
Enforcement



ICE

Student & Exchange Visitor  
Information System

**SEVIS**

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**Whispering Pines Institute**  
Program Number: P-1-00468

**Exchange Visitor Information**  
SEVIS ID:  
Family Name: **Cornelius**  
First Name: **Ranier**  
Suffix:  
Gender: **MALE**  
Date of Birth: **07/10/1958**  
City of Birth: **Santiago**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **DRAFT**  
Active/Initial Dependent Count: **0**  
Program Number: **P-1-00468**  
Program Sponsor: **Whispering Pines Institute**  
Position: **134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT**  
Category: **SPECIALIST**  
Subject/Field Description: **Business, Management, Marketing, and Related Support Services,**  
**Other**  
Subject/Field Remarks: **None.**  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: **09/01/2006**  
Program End Date: **08/31/2007**  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: **J-1**  
Passport Number:  
Visa Foll Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

**Add Site of Activity**  
Required fields are marked with an asterisk (\*).  
1. \* Site of Activity:   
2. Site of Activity Address:  
\* Address 1:   
Address 2:   
\* City:   
\* State:   
\* Zip Code:  -   
3. Remarks:   

Add Site of Activity

Reset Values

Cancel

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2. Below is a list with explanations of the fields on this screen. An asterisk (\*) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* <b>1. Site of Activity</b>	Enter the name of the place where an EV will participate in his or her program.
* <b>2. Site of Activity Address</b>	Enter the physical location of the site. Do not include a post office box number in this address. <b>Note:</b> For an Au Pair, enter the host family's address. For Secondary Students (high school students), enter the address of the high school. <b>Note:</b> The address that prints in the <b>U.S. Address</b> field on the Form DS-2019 is the primary site of activity address.
<b>3. Remarks</b>	Enter optional comments.

3. Click one of the following buttons:

<b>Add Site of Activity</b>	Click this button to save the data entered for this EV. The system will display the <i>Site of Activity Menu</i> screen, and the name, address, city, state, and zip code for the site will display below the EV's information. <b>Note:</b> Multiple sites of activity may be added for an EV; follow the procedures above to add other sites of activity.
<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Cancel</b>	Click this button to return to the previous page without adding a site of activity.
<b>Print Draft DS-2019</b> (on the <i>Site of Activity Menu</i> screen [see Exhibit 15])	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. <b>Note:</b> It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy.

### **2.5.2.1 Change Primary Site of Activity (EV in Draft Status)**

The U.S. address that prints on the EV's Form DS-2019 is the primary site of activity. To change the EV's primary site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Edit DS-2019** link on the **Actions** menu. Page 1 of the Form DS-2019 displays.
3. Click the **Next** button to advance to the *Site of Activity Menu* screen.
4. On the *Site of Activity Menu* screen, click the radio button to the left of the desired primary site of activity.

5. Click the **Change Primary Site of Activity** button. A message displays stating that the primary site of activity has been changed.
6. Click **OK** to return to the *Site of Activity Menu* screen.

#### **2.5.2.2 Edit Site of Activity (EV in Draft Status)**

If necessary, the site of activity information for an EV may be edited. To edit the site of activity for an EV whose record is in Draft status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Edit DS-2019** link on the **Actions** menu. Page 1 of the Form DS-2019 displays.
3. Click the **Next** button to advance to the *Site of Activity Menu* screen.
4. Click the **Edit** link in the **Commands** column for the site of activity to edit. The *Exchange Visitor Information—Edit Site of Activity* screen displays.
5. Make the necessary updates to the data. See Section 2.5.2, Complete Page 2 of the Form DS-2019—Site of Activity, for detailed instructions on completing the fields on this screen.
6. Click the **Update Site of Activity** button to complete the process. The *Site of Activity Menu* screen displays.

#### **2.5.2.3 Delete Site of Activity (EV in Draft or Initial Status)**

All EVs must have at least one site of activity. However, if the EV has multiple sites of activity and the EV record in SEVIS is in Draft or Initial status, sites of activity may be deleted.

To delete a site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Edit DS-2019** link on the **Actions** menu. Page 1 of the Form DS-2019 displays.
3. Click the **Next** button to advance to the *Site of Activity Menu* screen.
4. Click the **Delete** link in the **Commands** column for the site of activity that is being deleted. The *Delete Site of Activity* screen displays.
5. Review the data to ensure that this is the correct site of activity.
6. Click the **Delete Site of Activity** button to complete the process. The *Site of Activity Menu* screen displays.

### 2.5.3 Complete Page 3 of the Form DS-2019—Dependent Information

Page 3 of the Form DS-2019 is used to collect dependent information for the EV. Data for the spouse and child dependent(s) of an EV entering the United States on J visas must be entered into SEVIS.

**Note:** If the spouse or child dependent plans to enter the United States on another type of visa, do not enter his or her information in SEVIS.

**Note:** If both a husband and wife are entering the United States on J-1 visas, add the dependent child's information to only one SEVIS record (Form DS-2019). Do not add the dependent child's information to both parents' records/Forms. Doing so will give the dependent child two SEVIS records.

Exhibit 17, Exchange Visitor Dependents Menu, is an example of Page 3 of the Form. In Exhibit 17, a dependent has already been added for this EV. Because the record is still in Draft status, the EV and dependent have not been assigned their SEVIS IDs.

#### Exhibit 17: Exchange Visitor Dependents Menu

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout Get Adobe Reader

**Whispering Pines Institute**  
Program Number: P-1-00468

**Exchange Visitor Dependents Menu**  
**Exchange Visitor Information**

SEVIS ID:  
Family Name: **Cornelius**  
First Name: **Ranier**  
Suffix:  
Gender: **MALE**  
Date of Birth: **07/10/1958**  
City of Birth: **Santiago**  
Country of Birth: **SPAIN Q**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **DRAFT**  
Active/Initial Dependent Count: **0**  
Program Number: **P-1-00468**  
Program Sponsor: **Whispering Pines Institute**  
Position: **134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT**  
Category: **SPECIALIST**  
Subject/Field Description: **Business, Management, Marketing, and Related Support Services, Other**  
Subject/Field Remarks: **None.**  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: **09/01/2006**  
Program End Date: **08/31/2007**  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: **J-1**  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

Dependents SEVIS ID	Family Name	First Name	Relationship	Gender	Status	Commands
	Cornelius	Natasha	SPOUSE	FEMALE	DRAFT	Edit Delete

[Add Dependent](#) Previous Next Print Draft DS-2019

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**Add Dependent  
Link**

**Dependent**




1. To complete Page 3, click the **Add Dependent** link in the lower-left part of the screen. Exhibit 18, Exchange Visitor Information Screen—Add Dependent, is an example of the screen that displays. In Exhibit 18, the Add Dependent section of the screen has already been completed.

### Exhibit 18: Exchange Visitor Information Screen—Add Dependent



U.S. Immigration  
and Customs  
Enforcement



ICE

Student & Exchange Visitor  
Information System

SEVIS

[Main](#) | [Listing of Schools](#) | [Listing of Programs](#) | [Help](#) | [Tutorial](#) | [Logout](#)

[Get Adobe Reader](#)

**Whispering Pines Institute**  
Program Number: P-1-00468

**Exchange Visitor Information**  
SEVIS ID:  
Family Name: **Cornelius**  
First Name: **Ranier**  
Suffix:  
Gender: **MALE**  
Date of Birth: **07/10/1958**  
City of Birth: **Santiago**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **DRAFT**  
Active/Initial Dependent Count: **0**  
Program Number: **P-1-00468**  
Program Sponsor: **Whispering Pines Institute**  
Position: **134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT**  
Category: **SPECIALIST**  
Subject/Field Description: **Business, Management, Marketing, and Related Support Services, Other**  
Subject/Field Remarks: **None.**  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: **09/01/2006**  
Program End Date: **08/31/2007**  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: **J-1**  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

**Add Dependent**  
Required fields are marked with an asterisk (\*).  
1. \* Family Name:   
2. \* First Name:   
3. Middle Name:   
4. Suffix:   
5. \* Date of Birth:  (MM/DD/YYYY)  
6. \* Gender: Male ☐ Female ☒  
7. \* Relationship:   
8. \* City of Birth:   
9. \* Country of Birth:   
If the United States or a U.S. territory is chosen, select one of the following:  
  
10. \* Country of Citizenship:   
11. \* Country of Legal Permanent Residence:   
12. Social Security Number:   
13. Driver's License Number:   
14. Driver's License Issue State:   
15. Individual Taxpayer ID Number:

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2. Below is a list with a brief description or explanation for each field and section on this screen. An asterisk (\*) precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* <b>1. Family Name</b>	Enter the surname or last name of the dependent. If the dependent has only one name, enter it in this field. <b>Note:</b> The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>2. First Name</b>	Enter the first name of the dependent. If the dependent has only one name, leave this field blank. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>3. Middle Name</b>	Enter the middle name of the dependent. This field may be left blank if the dependent has no middle name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>4. Suffix</b>	Select a title, such as Junior, that may display at the end of a person's name.
* <b>5. Date of Birth</b>	Enter the dependent's date of birth in MM/DD/YYYY format.
* <b>6. Gender</b>	Select the dependent's gender, <b>male</b> or <b>female</b> .
* <b>7. Relationship</b>	Select <b>Spouse</b> or <b>Child</b> . A dependent child <b>must</b> be younger than 21 years of age.
* <b>8. City of Birth</b>	Enter the unabbreviated name of the city where the dependent was born.
* <b>9. Country of Birth</b>	Select the name of the country in which the dependent was born. <b>Note:</b> United States may be selected as Country of Birth if the dependent was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the <b>Country of Birth</b> field.

Field	Description/Explanation
	2. Select an option from the <b>If the United States or U.S. Territory is chosen...</b> drop-down list.
* <b>10. Country of Citizenship</b>	Select the country in which the dependent maintains citizenship.
* <b>11. Country of Legal Permanent Residence</b>	Select the country in which the dependent is an LPR. For most dependent applicants, the Country of Legal Permanent Residence will be the same as the Country of Citizenship. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and making application for a J visa from Italy, would not be considered an LPR of Italy.
<b>12. Social Security Number</b>	Enter the dependent's Social Security number. Completion of this field is optional.
<b>13. Driver's License Number</b>	For dependents already in the United States, enter the dependent's driver's license number assigned by the state that issued the license. Completion of this field is optional.
<b>14. Driver's License Issue State</b>	Select from the drop-down list the state that issued the driver's license to the dependent, if applicable. Completion of this field is optional.
<b>15. Individual Taxpayer ID Number</b>	Enter the taxpayer ID for a dependent who is employed or has such an ID. Completion of this field is optional.

3. Click one of the following buttons:

<b>Add Dependent</b>	Click this button to automatically save the data entered and return to the <i>Exchange Visitor Dependents Menu</i> screen. To add another dependent, repeat the process described above.
<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Cancel</b>	Click this button to return to Page 3 of the Form DS-2019 without adding a dependent.
<b>Print Draft DS-2019</b> (on the <i>Exchange Visitor Dependents Menu</i> screen [see Exhibit 17])	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. <b>Note:</b> It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy.

### **2.5.3.1 Edit Dependent Data (EV in Draft Status)**

Dependent data may be edited. To edit the dependent's data while the EV's record is in Draft status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Edit DS-2019** link on the **Actions** menu. Page 1 of the Form DS-2019 displays.
3. Click the **Next** button to advance to the *Site of Activity Menu* screen (Exhibit 15).
4. Click the **Next** button to advance to the *Exchange Visitor Dependents Menu* screen (Exhibit 17).
5. Click the **Edit** link in the **Commands** column for the dependent whose data are being updated. The *Exchange Visitor Information—Edit Dependent* screen displays.
6. Make the necessary changes to the data. See Section 2.5.3, Complete Page 3 of the Form DS-2019—Dependent Information, for detailed instructions for the fields on this screen.
7. Click the **Submit Edit** button to complete the process. The *Exchange Visitor Dependents Menu* screen displays.

### **2.5.3.2 Delete Dependent (EV in Draft Status)**

The Delete Dependent option is available only when the EV's record in SEVIS is in Draft status. To delete a dependent when the EV's status is Draft, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent is being deleted (perform a search for the record or use the **EV Lists** link).
2. Click the **Edit DS-2019** link on the **Actions** menu. The system displays the first page of the Form DS-2019.
3. Click the **Next** button to advance to the *Site of Activity Menu* screen.
4. Click the **Next** button to advance to the *Exchange Visitor Dependents Menu* screen.
5. Locate the name of the dependent to delete and click the **Delete** link in the **Commands** column to delete his or her SEVIS record.
6. On the *Delete Dependent* screen, click the **Delete Dependent** button. The system displays a message stating that the dependent's record has been deleted from SEVIS.

### **2.5.4 Complete Page 4 of the Form DS-2019—Financial Information**

Page 4 of the Form DS-2019 is used to collect financial information for the EV and dependents, if any. The information entered on this page of the electronic Form will print on the EV's Form DS-2019. Exhibit 19, Financial Information Screen, is an example of Page 4.

**Note:** Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.

## Exhibit 19: Financial Information Screen

U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System		SEVIS	
<a href="#">Main</a>   <a href="#">Listing of Schools</a>   <a href="#">Listing of Programs</a>   <a href="#">Help</a>   <a href="#">Tutorial</a>   <a href="#">Logout</a>					
<a href="#">Get Adobe Reader</a>					
<b>Whispering Pines Institute</b> Program Number: P-1-00468					
<b>Financial Information</b> Required fields are marked with an asterisk (*).					
<b>Exchange Visitor Information</b>					
SEVIS ID:					
Family Name: <b>Cornelius</b>					
First Name: <b>Ranier</b>					
Suffix:					
Gender: <b>MALE</b>					
Date of Birth: <b>07/10/1958</b>					
City of Birth: <b>Santiago</b>					
Country of Birth: <b>SPAIN</b>					
Country of Citizenship: <b>SPAIN</b>					
Country of Legal Permanent Residence: <b>SPAIN</b>					
Status: <b>DRAFT</b>					
Active/Initial Dependent Count: <b>0</b>					
Program Number: <b>P-1-00468</b>					
Program Sponsor: <b>Whispering Pines Institute</b>					
Position: <b>134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT</b>					
Category: <b>SPECIALIST</b>					
Subject/Field Description: <b>Business, Management, Marketing, and Related Support Services,</b>					
Other: <b>Other</b>					
Subject/Field Remarks: <b>None.</b>					
Initial Program Begin Date:					
IAP-66 Number:					
Program Begin Date: <b>09/01/2006</b>					
Program End Date: <b>08/31/2007</b>					
Reinstatement Program Begin Date:					
Previous Program End Date:					
Visa Type: <b>J-1</b>					
Passport Number:					
Visa Foil Number:					
Visa Issue Date:					
Visa Issue Post:					
Port of Entry:					
Date of Entry:					
I-94/Admission Number:					
Port of Departure:					
Date of Departure:					
<b>19. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:</b>					
Current Program Sponsor: \$					
* This program sponsor received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.					
<b>* 20. Financial support from organizations other than the sponsor will be provided by one or more of the following:</b>					
U.S. Government Agency(ies): [max of 2]					
If <b>OTHER</b> is selected, enter the name of the Organization or Agency below.					
If <b>OTHER</b> is selected, enter the name of the Organization or Agency below.					
International Organization(s): [max of 2]					
If <b>OTHER</b> is selected, enter the name of the Organization or Agency below.					
If <b>OTHER</b> is Selected, enter the name of the Organization or Agency Below.					
The Exchange Visitor's Government:					
The Binational Commission of the Exchange Visitor's Country:					
All other organizations providing support:					
Enter names of other organizations below.					
Personal funds:					
<a href="#">Previous</a> <a href="#">Reset Values</a> <a href="#">Submit DS-2019</a> <a href="#">Save Draft</a> <a href="#">Print Draft DS-2019</a>					
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1. Below is a list with a brief description or explanation for each section and field on this screen. An asterisk (\*) precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field/Section	Description/Explanation
<b>19. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:</b>	<p><b>Note:</b> The EV must have at least one source of funding listed in Sections 19 and/or 20 of the electronic Form DS-2019.</p> <p>Enter the following information, as applicable.</p>
<b>Current Program Sponsor</b>	If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the EV.
* <b>This program sponsor (has/has not) received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.</b>	<p>Select <b>has</b> or <b>has not</b> to indicate whether the EV has received direct or indirect funding from U.S. Government agencies. This is a required field.</p> <ul style="list-style-type: none"> <li>• <b>Direct Funding</b>—Financed in whole or in part by the U.S. Government or the EV’s government with funds contributed directly to the EV in connection with his or her participation in an Exchange Visitor Program.</li> <li>• <b>Indirect Funding</b>—Financed by one of the following: <ul style="list-style-type: none"> <li>– An international organization with funds contributed by either the U.S. Government or the EV’s government for use in financing international educational and cultural exchanges.</li> <li>– An organization or institution with funds made available by either the U.S. Government or the EV’s government for the purpose of furthering international educational and cultural exchanges.</li> </ul> </li> </ul> <p><b>Note:</b> If <b>has</b> is selected in response to this statement, complete Section 20 of the electronic Form DS-2019.</p>

Field/Section	Description/Explanation
* <b>20. Financial Support from organizations other than the sponsor will be provided by one of the following:</b>	<p>The EV must have at least one source of funding listed in sections 19 and/or 20 on the electronic Form.</p> <p>If necessary, complete one or more of the fields in this section.</p> <p><b>Note:</b> All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.</p>
<b>U.S. Government Agency(ies)</b> [maximum of two]	<p>Select the agency from which the EV has received funding, and enter the amount in U.S. dollars.</p> <p><b>Note:</b> If <b>Other</b> is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.</p>
<b>International Organization(s)</b> [maximum of two]	<p>Select the organization from which the EV has received funding, and enter the amount in U.S. dollars.</p> <p><b>Note:</b> If <b>Other</b> is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.</p>
<b>The Exchange Visitor's Government</b>	Enter the amount, in U.S. dollars, that the EV's government is contributing.
<b>The Binational Commission of the Exchange Visitor's Country</b>	Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
<b>All other organizations providing support</b>	<p>Enter the total amount, in U.S. dollars, that all other organizations are contributing.</p> <p><b>Note:</b> Enter each organization name and the amount of money being given to the EV. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters can be entered into this field.)</p> <p>The names and amounts of funding will print on the Form DS-2019.</p>
<b>Personal Funds</b>	Enter the amount, in U.S. dollars, that the EV is contributing.

2. Click one of the following buttons:

<b>Previous</b>	Click this button to return to the previous page of the Form DS-2019. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Previous</b> button. The unsaved data that were entered on this page will be lost if not saved first.
<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Submit DS-2019</b>	Click this button to save the EV's Form to SEVIS. See Section 2.5.5, Submit the Form DS-2019, for additional information.
<b>Save Draft</b>	Click this button to save the data entered. Saving the data will allow an RO or ARO to return to the record at a later date and complete and/or submit it to SEVIS.
<b>Print Draft DS-2019</b>	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.  <b>Note:</b> It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy before submitting it to SEVIS.

### **2.5.5 Submit the Form DS-2019**

To submit an EV's record to SEVIS, click the **Submit DS-2019** button on the *Financial Information* screen, the last page of the electronic Form DS-2019. The system will display a message stating that the record has been successfully created. This message screen will also show the first and last name and the SEVIS ID for the EV and each dependent.

**Note:** If the submission is not successful, an error message will display stating the reason. Correct the error(s) indicated and then submit the Form again.

When the Form is successfully submitted, print a final copy of the Form DS-2019 for the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for instructions. Click the **Return** button to go to the *Listing of Programs* screen.

**Note:** The purpose that prints on the Form will be "Begin New Program; accompanied by number (*count*) of immediate family members," where "count" indicates how many dependents an EV has, if any.

### **2.5.6 Print a Draft or Final Form DS-2019**

A draft copy of the Form DS-2019 may be printed from various screens within SEVIS and a final Form DS-2019 may be printed following submission of the Form in SEVIS. A draft copy of the SEVIS Form DS-2019 is identified by the word "draft" printed on the top of the Form. The SEVIS ID for the EV and/or dependent(s) and bar code **will not** be printed on the draft Form. The draft Form DS-2019 may be printed prior to submission of the Form so that the data



may be reviewed for accuracy. Changes to the Form may be made prior to submission. When the Form DS-2019 for a new EV and/or dependent(s) is submitted in SEVIS, the status of the records for the EV and dependent(s) will change from Draft to Initial status.

A final Form DS-2019 should be printed for a new EV following submission of the Form in SEVIS. The final Form includes the bar code and SEVIS ID, and “draft” is removed from the top of the Form. The final SEVIS-generated Form DS-2019 should be signed in **blue** ink and given to the EV and dependents, if any. See Section 2.5.7, Signature on SEVIS Form DS-2019, for instructions regarding the signature on the Form.

**Note:** The printed Form will have the EV’s or dependent’s SEVIS ID in the upper-right corner, above the bar code. It begins with the letter “N,” which is followed by 10 digits (for example, **N1234567890**).



**Note:** See Section 2.6.2.3.4, Reprint Form DS-2019 for a Dependent (EV in Initial Status), for instructions on reprinting the Form for dependents.

**Note:** If you do not have Adobe Acrobat Version 5.0 or higher installed on your computer, see Appendix B, Download the Latest Version of Adobe Acrobat Reader, for instructions.

To print a copy of the Form DS-2019 for an EV, perform the following:

1. Click the **Print Draft DS-2019** or the **Print Final DS-2019** button. A new browser window opens and the Form DS-2019 displays using Adobe Acrobat from which a copy of the Form may be sent to a designated printer.

**Note:** During the launch of Adobe Acrobat, a *File Download* window may display. To prevent this window from displaying in the future, click the box next to **always ask before opening this type of file** to remove the check mark. Select the **Open** button to view the Form DS-2019.

2. When the Form DS-2019 displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages of the Form.
3. Click the **Print** () button on the Adobe Acrobat toolbar. The *Print* window displays.
4. Ensure that the name of the printer is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the down arrow to the right of the field and select the correct printer.
5. Click **OK** and the Form DS-2019 will be printed on the designated printer.
6. Click the **Close** () button on the *Adobe Acrobat* window to close the window.

**Note:** If an EV is subject to the Two-Year Home-Country Physical-Presence requirement (Section 212(e) of the Immigration and Nationality Act and Public Law (PL) -94-484, as amended), the appropriate boxes will be checked in the section below Section 8 on the printed Form DS-2019.

### **2.5.7 Signature on SEVIS Form DS-2019**

According to regulations, SEVIS-generated Forms DS-2019 should be printed in **black** ink and the original copy of the Form DS-2019 must be signed in **blue** ink. Signing the Form in **blue** ink permits anyone viewing the Form to easily distinguish an original copy from a photocopy.

**Note:** The Form **must** be signed by the RO or ARO whose name is printed on the copy of the Form that will be provided to the EV and dependents, if any.

**Do not** send copies of the SEVIS Forms DS-2019 to DoS. There is no longer a need to send a copy of the Form DS-2019 to the Department. SEVIS electronically collects and maintains information submitted to generate Forms DS-2019 issued to potential EVs and their dependents.

### **2.5.8 Reprint a Form DS-2019**

When an EV is in Initial or Active status, his or her Form DS-2019 may be reprinted for the following reasons:

- Replace a Form DS-2019 (Damaged)
- Replace a Form DS-2019 (Lost)
- Replace a Form DS-2019 (Stolen)
- Other—Text that is entered in the **If Other, Please Comment** text box will print in the “Purpose of the Form” section of the Form DS-2019

When a dependent is in Initial status, his or her Form DS-2019 may be reprinted for the following reasons:

- Permit EV’s (*count*) dependents to enter United States separately (where “count” is the number of dependents for the selected EV).
- Begin new program; accompanied by number (*count*) of immediate family members (where “count” is the number of dependents for the selected EV).
- Other—Text that is entered in the **If Other, Please Comment** text box will print in the “Purpose of the Form” section of the Form DS-2019.

When a dependent is in Active status, his or her Form DS-2019 may be reprinted for the following reasons: **damaged, lost, stolen, or other**.

**Note:** If you do not have Adobe Acrobat Version 5.0 or higher installed on your computer, see Appendix B, Download the Latest Version of Adobe Acrobat Reader, for instructions.



To reprint a Form, perform the following:

1. On the *Exchange Visitor Information* screen (see Exhibit 20, Exchange Visitor Information Screen—Initial Status, or Exhibit 24, Exchange Visitor Information Screen—Active Status) or the *Exchange Visitor Information/Dependent Information* screen, click the

**Reprint DS-2019** link on the **Actions** menu (left side of screen). The *Reprint DS-2019* screen displays.

2. Select the appropriate reason for reprinting the Form. If **Other** is selected, enter an explanation in the text box provided. For example, if reprinting the Form for a participant in Initial status because the first attempt to print failed, select **Other** as the reason and enter the following comment in the **If Other, Please Comment** text box, “Begin New Program.”
3. Enter optional comments in the **Remarks** text box.
4. Click the **Reprint DS-2019** button. A message displays stating that the update has been successful (the reason for reprinting the Form was saved to SEVIS).
5. Click the **Print Final DS-2019** button. A new browser window opens and the Form DS-2019 displays using the Adobe Acrobat from which a copy of the Form may be sent to a designated printer.

**Note:** During the launch of Adobe Acrobat, a *File Download* window may display. To prevent this window from displaying in the future, click in the box next to **always ask before opening this type of file** to remove the check mark. Click the **Open** button to view the Form DS-2019.

6. When the Form DS-2019 displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages of the Form.
7. Click the **Print** () button on the Adobe Acrobat toolbar. The *Print* window displays.
8. Ensure the name of the printer in the **Name** field is the printer from which the Form will print. If it does not show the correct printer, click the down arrow to the right of the field and select the correct printer.
9. Click **OK** and the Form DS-2019 will be printed on the designated printer.
10. Click the **Close** () button on the *Adobe Acrobat* window to close the window.

**Note:** The Form DS-2019 must be signed in **blue** ink by the program sponsor official whose name is printed on the Form.


**Note:** If an EV is subject to the Two-Year Home-Country Physical-Presence requirement (Section 212(e) of the Immigration and Nationality Act and PL-94-484, as amended), the appropriate boxes will be checked in the section below Section 8 on the printed Form DS-2019.

## **2.6 Exchange Visitor Information Screen—Initial Status**

The *Exchange Visitor Information* screen provides a snapshot of the information that has been entered on the Form DS-2019. On the left side of the screen there are links to the actions available for EVs whose records are in Initial status. Exhibit 20, Exchange Visitor Information Screen—Initial Status, is an example of the screen.

**Note:** Initial status indicates that the EV and/or dependent records have been created and submitted (saved to the SEVIS database) but the EV has not entered the United States or has not reported to the program sponsor and been validated in SEVIS. Validation is the process of updating the record to show that the EV has actually arrived at the site of activity in the United States identified by the program sponsor and is participating in his or her program.

## Exhibit 20: Exchange Visitor Information Screen—Initial Status

		Student & Exchange Visitor Information System		SEVIS																																																																																																																
<a href="#">Main</a>   <a href="#">Listing of Schools</a>   <a href="#">Listing of Programs</a>   <a href="#">Help</a>   <a href="#">Tutorial</a>   <a href="#">Logout</a> <span style="float: right;"><a href="#">Get Adobe Reader</a></span>																																																																																																																				
Exchange Visitor Information																																																																																																																				
<b>Actions:</b> <a href="#">Amend Program</a> <a href="#">Cancel EV</a> <a href="#">No Show</a> <a href="#">Reprint DS-2019</a> <a href="#">Validate Program Participation</a> <b>Edits:</b> <a href="#">Biographical Information</a> <a href="#">Category and Subject/Field</a> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Site of Activity</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Personal Information</th> </tr> <tr><td>SEVIS ID:</td><td>N0000107879</td></tr> <tr><td>Family Name:</td><td>Cornelius</td></tr> <tr><td>First Name:</td><td>Ranier</td></tr> <tr><td>Middle Name:</td><td></td></tr> <tr><td>Suffix:</td><td></td></tr> <tr><td>Gender:</td><td>MALE</td></tr> <tr><td>Date of Birth:</td><td>07/10/1958</td></tr> <tr><td>City of Birth:</td><td>Santiago</td></tr> <tr><td>Country of Birth:</td><td>SPAIN</td></tr> <tr><td>Country of Citizenship:</td><td>SPAIN</td></tr> <tr><td>Country of Legal Permanent Residence:</td><td>SPAIN</td></tr> <tr><td>Social Security Number:</td><td></td></tr> <tr><td>Driver's License Number:</td><td></td></tr> <tr><td>Driver's License Issue State:</td><td></td></tr> <tr><td>Individual Taxpayer ID Number:</td><td></td></tr> <tr><td>Position:</td><td>134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT</td></tr> <tr><td>Active/Initial Dependent Count:</td><td>1</td></tr> </table> <table border="1" style="width: 100%; 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border-collapse: collapse;"> <tr> <th>Dependents</th> <th>SEVIS ID</th> <th>Family Name</th> <th>First Name</th> <th>Relationship</th> <th>Gender</th> <th>Status</th> </tr> <tr> <td></td> <td>N0000107880</td> <td>Cornelius</td> <td>Natasha</td> <td>SPOUSE</td> <td>FEMALE</td> <td>INITIAL</td> </tr> </table>				Personal Information		SEVIS ID:	N0000107879	Family Name:	Cornelius	First Name:	Ranier	Middle Name:		Suffix:		Gender:	MALE	Date of Birth:	07/10/1958	City of Birth:	Santiago	Country of Birth:	SPAIN	Country of Citizenship:	SPAIN	Country of Legal Permanent Residence:	SPAIN	Social Security Number:		Driver's License Number:		Driver's License Issue State:		Individual Taxpayer ID Number:		Position:	134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT	Active/Initial Dependent Count:	1	Address		<b>Current U.S. Address:</b>	Address 1: 1 Main Avenue Address 2: City: FAIRFAX State: VIRGINIA Zip Code: 20108 - 0001	<b>Foreign Address:</b>	Address 1: Address 2: City: Country: Province/Territory: Postal Code:	Visa/POE Information		Visa Type:	J-1	Passport Number:		Visa Foil Number:		Visa Issue Date:		Visa Issue Post:		Port of Entry:		Date of Entry:		I-94/Admission Number:		Port of Departure:		Date of Departure:		Funding Information		<b>Funds:</b>		Program Sponsor:		<b>U.S. Government Agency:</b>		BROADCASTING BOARD OF GOVERNORS -	\$17,000.00	<b>International Organization:</b>		Exchange Visitor's Government:	\$3,000.00	Binational Commission of the Exchange Visitor's Country:		<b>All other organizations providing support:</b>		Personal Funds:	\$2,500.00	<b>Total:</b>	<b>\$22,500.00</b>	Primary Site of Activity	Site of Activity	Address	Remarks	<input checked="" type="radio"/>	Whispering Pines Institute	123 Main Avenue Fairfax, VA 20108	Completion of this field is optional.	<input type="radio"/>	City of Fairfax	9550 Government Center Drive Fairfax, VA 20108		Dependents	SEVIS ID	Family Name	First Name	Relationship	Gender	Status		N0000107880	Cornelius	Natasha	SPOUSE	FEMALE	INITIAL
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The links on the **Actions** menu (left side of screen) provide the capability to amend the EV's program, validate the EV's participation, reprint the EV's Form DS-2019, and perform other processes on the record of an EV. The options on the **Edits** menu provide the capability to edit the EV's and/or dependent's data. The menu options are discussed in detail in the following sections.

## **2.6.1 Actions Menu—EV in Initial Status**

When an EV is in Initial status, the **Actions** menu contains the following five options:

- Amend Program
- Cancel EV
- No Show
- Reprint DS-2019
- Validate Program Participation

The following sections contain detailed instructions for using each of these options.

### **2.6.1.1 Amend Program (EV in Initial Status)**

The **Amend Program** link is available to update an EV's program start date and/or end date at any time prior to validation of the record in SEVIS.

**Note:** If an EV will be arriving late, his or her program begin date must be amended before validating his or her participation in SEVIS.

To amend an EV's program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Amend Program** link on the *Exchange Visitor Information Screen—Initial Status* (see Exhibit 20). The system displays the *Amend Program* screen, which contains summary data for the selected EV, including the program begin and end dates.
3. Change the program begin and/or end date(s).
4. Enter an explanation in the **Remarks** text box; this is a required field.
5. Click the **Amend Program** button to save the changes to the SEVIS database.
6. On the message screen, click the **Print Final DS-2019** button to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, *Print a Draft or Final Form DS-2019*, for printing instructions.
7. Click the **Return to Exchange Visitor** button to return to the *Exchange Visitor Information* screen and view the new data.

### **2.6.1.2 Cancel Exchange Visitor (EV in Initial Status)**

The Cancel EV option is available only when the EV is in Initial status. Examples of when to use this option include:

- The EV has duplicate records that you wish to delete from SEVIS.
- You have learned that the EV is not coming to your program for reasons such as the inability to obtain a visa, personal issues, etc.
- You have knowledge that the EV has used fraudulent documents to enroll in your program.

To cancel an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Cancel EV** link (left side of screen) to access the *Cancel EV* screen.
3. Enter an explanation in the **Remarks** text box; this is a required field.
4. Click the **Cancel EV** button. The system displays a message stating that the EV's record has been canceled; the status of the EV and any dependents is Invalid. Otherwise, click the **Reset Values** button to clear the information in the **Remarks** text box or click the **Cancel** button to return to the list of EVs and dependents without canceling this EV.

**Note:** When an EV's record is canceled, the system increases the allotment of Forms DS-2019 available to the program by one.

### **2.6.1.3 No Show (EV in Initial Status)**

The No Show status is used to indicate that the EV's program participation has not been validated in SEVIS. When an EV's status is No Show, the EV **has violated** the Exchange Visitor Program regulations. This has an **adverse**, or **negative**, affect on the EV's record, and on the record of each dependent of the EV. EVs with a SEVIS status of No Show have no benefits (for example, extension, change of category, or reinstatement).

If a program sponsor receives information about a potential EV participant who has entered the United States but has not reported for participation, the RO or ARO may set the EV's status to No Show or allow the system to automatically change the status of the EV to No Show.

SEVIS will automatically change the EV's status to No Show for either of the following reasons:

- The EV has entered the United States through a POE and has not reported to the program sponsor and has not been validated in SEVIS within 30 days after the program begin date listed in SEVIS.
- In a transfer situation, the EV has not been validated in SEVIS 30 days after the effective date of transfer identified in SEVIS.

The No Show option is only available when the EV is in Initial status. The **No Show** link is not available when the EV is in Transferred status.

**WARNING: DO NOT** use the No Show option to cancel a duplicate record or a record that has been issued in error. Use the Cancel EV option; otherwise, duplicate records will be canceled automatically by the system.

Perform the following steps to set the EV's status to No Show:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **No Show** link on the **Actions** menu. The system displays the *No Show* screen.
3. Review the data to ensure this is the potential EV participant whose status is being changed to No Show.
4. If this is not the correct record, click the **Cancel** button. Otherwise, click the **No Show** button. The system displays a message stating that the record has been successfully updated.
5. Click the **Return to Exchange Visitor** button to view the EV's record. The EV and dependents, if any, now have a status of No Show.

#### **2.6.1.4 Reprint Form DS-2019 (EV in Initial Status)**

See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.

#### **2.6.1.5 Validate Program Participation (EV in Initial Status)**

When an EV arrives in the United States to begin his or her program, the SEVIS record (Form DS-2019) must be validated. The status of a new (initial) EV will remain Initial until his or her program participation is validated in SEVIS.

**Note:** Failure to validate the EV's SEVIS record to indicate his or her participation within 30 days of the program start date listed in SEVIS will result in cancellation of the EV's record in SEVIS, as stipulated in the Exchange Visitor Program regulations. The EV's SEVIS status will automatically change to:

- No Show if the EV has entered the country through a POE
- Invalid if the EV used the Form DS-2019 to obtain a visa but did not enter the United States

**Note:** If an EV arrives at a time that is different from the program start date listed in SEVIS, his or her program begin date must be amended before validating the EV's program participation (see Section 2.6.1.1, Amend Program (EV in Initial Status), for instructions).

**Note:** Once validated, the EV's program begin date cannot be changed. If necessary, change the EV's begin date by amending his or her program (see Section 2.6.1.1, Amend Program (EV in Initial Status), for instructions). Then, validate the EV's participation in your program.

To validate an EV's program participation, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose program participation is being validated (perform a search for the record or use the **EV Lists** link).
2. Click the **Validate Program Participation** link on the **Actions** menu (left side of screen) to access the *Validate Program* screen. Exhibit 21, Validate Program Screen, is an example of this screen.

### Exhibit 21: Validate Program Screen

The screenshot shows the SEVIS 'Validate Program' screen for a record belonging to 'Whispering Pines Institute' with Program Number 'P-1-00468'. The header includes the U.S. Department of Homeland Security logo, ICE logo, and the text 'Student & Exchange Visitor Information System' and 'SEVIS'. A navigation bar at the top contains links: 'Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout' and a 'Get Adobe Reader' link. The main content area is divided into two sections. The top section, titled 'Validate Program', contains a list of fields with their values: 'Required fields are marked with an asterisk (\*)', 'SEVIS ID: N0000107879', 'Family Name: Cornelius', 'First Name: Ranier', 'Suffix:', 'Gender: MALE', 'Date of Birth: 07/10/1958', 'City of Birth: Santiago', 'Country of Birth: SPAIN', 'Country of Citizenship: SPAIN', 'Country of Legal Permanent Residence: SPAIN', 'Status: INITIAL', 'Active/Initial Dependent Count: 1', 'Program Number: P-1-00468', 'Program Sponsor: Whispering Pines Institute', 'Position: 134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT', 'Category: SPECIALIST', 'Subject/Field Description: Business, Management, Marketing, and Related Support Services, Other', 'Subject/Field Remarks: None.', 'Initial Program Begin Date:', 'IAP-66 Number:', 'Program Begin Date: 09/01/2006', 'Program End Date: 08/31/2007', 'Reinstatement Program Begin Date:', 'Previous Program End Date:', 'Visa Type: I-1', 'Passport Number:', 'Visa Foll Number:', 'Visa Issue Date:', 'Visa Issue Post:', 'Port of Entry:', 'Date of Entry:', 'I-94/Admission Number:', 'Port of Departure:', and 'Date of Departure:'. The bottom section, titled '1. Current U.S. Address:', contains fields for 'Address 1: 123 Main Avenue', 'Address 2:', 'City: FAIRFAX', 'State: VIRGINIA', and 'Zip Code: 20108 - 0001'. Below this are numbered fields for '2. Passport Number:', '3. Passport Issuing Country:', '4. Passport Expiration Date:', '5. Visa Number:', '6. Post/Country of Visa Issuance:', '7. Visa Expiration Date:', '8. Visa Issue Date:', '9. Admission number:', '10. Port of Entry:', and '11. Date of Entry:'. At the bottom of the form are buttons for 'Validate Program', 'Reset Values', 'Cancel', and 'Print Draft DS-2019'. The date '08/16/2006 (Wednesday)' is displayed at the very bottom.

U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout Get Adobe Reader

**Whispering Pines Institute**  
Program Number: P-1-00468

**Validate Program**  
Required fields are marked with an asterisk (\*).

SEVIS ID: N0000107879  
Family Name: Cornelius  
First Name: Ranier  
Suffix:  
Gender: MALE  
Date of Birth: 07/10/1958  
City of Birth: Santiago  
Country of Birth: SPAIN  
Country of Citizenship: SPAIN  
Country of Legal Permanent Residence: SPAIN  
Status: INITIAL  
Active/Initial Dependent Count: 1  
Program Number: P-1-00468  
Program Sponsor: Whispering Pines Institute  
Position: 134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT  
Category: SPECIALIST  
Subject/Field Description: Business, Management, Marketing, and Related Support Services, Other  
Subject/Field Remarks: None.  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 09/01/2006  
Program End Date: 08/31/2007  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: I-1  
Passport Number:  
Visa Foll Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. Current U.S. Address:

\* Address 1: 123 Main Avenue  
Address 2:  
\* City: FAIRFAX  
\* State: VIRGINIA  
\* Zip Code: 20108 - 0001

2. Passport Number:  
3. Passport Issuing Country:  
4. Passport Expiration Date: (MM/DD/YYYY)  
5. Visa Number:  
6. Post/Country of Visa Issuance:  
7. Visa Expiration Date: (MM/DD/YYYY)  
8. Visa Issue Date: (MM/DD/YYYY)  
9. Admission number:  
10. Port of Entry:  
11. Date of Entry: (MM/DD/YYYY)

Validate Program Reset Values Cancel Print Draft DS-2019

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3. Review the EV's data. The system displays the U.S. address currently in SEVIS. Update the current U.S. address (residence) for this EV (22 CFR 62.79(d)), if necessary.

**Note:** When entering data for Secondary Students (high school students), enter the name of the host family in the **Address 1** field and enter the street address for this residence in the **Address 2** field. For an Au Pair, enter the host family's address.

**Note:** Passport, visa, and port of entry information may be received from other systems. However, if the fields are not filled in, the following data may be entered, if available:

- Passport Number
- Passport Issuing Country
- Passport Expiration Date
- Visa Number
- Post/Country of Visa Issuance
- Visa Expiration Date
- Visa Issue Date
- Admission Number
- Port of Entry
- Date of Entry

4. Click one of the following buttons:

<b>Validate Program</b>	The system will display the <i>Listing of Programs</i> screen. The SEVIS status of the EV and dependents, if any, is Active. There is no need to print a new Form for the EV and/or dependent unless the Form has been lost, stolen, or damaged. <b>Note:</b> The current U.S. address (where the EV will reside) is collected in SEVIS but does not print on the Form DS-2019. Therefore, do not print a new Form for the EV at this time. When the Form DS-2019 is printed from SEVIS, the address of the primary site of activity entered in SEVIS for the EV will print in the <b>U.S. Address</b> field on the Form.
<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Cancel</b>	Click this button to return to the <i>Exchange Visitor Information</i> screen without validating the EV's program participation.
<b>Print Draft DS-2019</b>	There is no need to use this button.

## **2.6.2 Edits Menu—EV in Initial Status**

The **Edits** menu contains the following options:

- Biographical Information
- Category and Subject/Field
- Dependents
- Financial Information
- Site of Activity

The following sections contain detailed instructions for using each option.

### **2.6.2.1 Edit Category and Subject/Field (EV in Initial Status)**

The Category and Subject/Field option is only available when the EV is in Initial status. Using this link, the EV's category and/or Subject/Field of study may be modified prior to the EV obtaining a visa.

**Note:** Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows:

- If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.
- If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.

To modify these data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose information is being changed (perform a search for the record or use the **EV Lists** link).
2. Click the **Category and Subject/Field** link on the **Edits** menu. Exhibit 22, Category and Subject/Field Screen, is an example of the screen that displays.

## Exhibit 22: Category and Subject/Field Screen

U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout

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### Category and Subject/Field

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000107879  
Family Name: Cornelius  
First Name: Ranier  
Suffix:  
Gender: MALE  
Date of Birth: 07/10/1958  
City of Birth: Santiago  
Country of Birth: SPAIN  
Country of Citizenship: SPAIN  
Country of Legal Permanent Residence: SPAIN  
Status: INITIAL  
Active/Initial Dependent Count: 1  
Program Number: P-1-00468  
Program Sponsor: Whispering Pines Institute  
Position: 134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT  
Category: SPECIALIST  
Subject/Field Description: Business, Management, Marketing, and Related Support Services, Other  
Subject/Field Remarks: None  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 09/01/2006  
Program End Date: 08/31/2007  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Exchange Visitor Category: SPECIALIST

2. \* Subject/Field Description: Business, Management, Marketing, and Related Support Services, Other **Select**

\*Subject/Field Remarks: The text may be truncated on the printed Form DS-2019 if it is longer than the available space. However, you will be able to view the entire text in SEVIS.  
Enter comments in this text box.

**Submit** **Reset Values** **Cancel**

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3. To change the EV's category, select an option from the **Exchange Visitor Category** drop-down list.
4. To change the EV's field of study, click the **Select** button to display the *Select Subject Code* screen.
5. Make a selection from the *Category* drop-down list.
6. Click the **Search** button to view the list of subjects associated with the category selected. Exhibit 23, List of Subject Codes Screen, is an example of the screen that displays.

## Exhibit 23: List of Subject Codes Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout Get Adobe Reader

### Select Subject Code

Select a category and click "Search" to display related subjects/fields. Then click on the visitor's subject/field in the list displayed.

Category: BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES Search Cancel

Subjects/Fields	
52.0301	Accounting
52.0302	Accounting Technology/Technician and Bookkeeping
52.0305	Accounting and Business/Management (NEW)
52.0304	Accounting and Finance (NEW)
52.0399	Accounting and Related Services, Other
52.1304	Actuarial Science
52.0401	Administrative Assistant and Secretarial Science, General
52.1904	Apparel and Accessories Marketing Operations
52.1901	Auctioneering
52.0303	Auditing (NEW)
52.0803	Banking and Financial Support Services
52.0201	Business Administration and Management, General
52.0299	Business Administration, Management and Operations, Other
52.0499	Business Operations Support and Secretarial Services, Other
52.1302	Business Statistics
52.1908	Business and Personal/Financial Services Marketing Operations (NEW)
52.9999	Business, Management, Marketing, and Related Support Services, Other
52.0101	Business/Commerce, General
52.0501	Business/Corporate Communications
52.0502	Business/Managerial Economics
52.0503	Business/Information Technology/Data Entry

Subject/Field Codes

- Find the subject that most closely matches the EV's field of study and click its code, at the left end of the row. The screen automatically returns to the *Category and Subject/Field* screen and the final selection is displayed. If necessary, click the **Clear** button to remove this code and repeat Steps 3 through 7.
  - Enter an explanation in the **Subject/Field Remarks** text box. Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in field 5 on the Form DS-2019. Exhibit 14 is an example of how the text may print when hard returns are used.
- Note:** The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text may be viewed in SEVIS.
- Click the **Submit** button. A message displays stating that the EV's record has been successfully updated.
  - On the message screen, click the **Print Final DS-2019** button to print a new Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)

**Note:** The purpose that will print on the Form will be, "Begin New Program - Category/Subject/Field Modified."

### **2.6.2.2 Edit Biographical Information and U.S. Address (EV in Initial Status)**

The Biographical Information option provides access to the *Edit Biographical Information* screen for the selected EV, which is used to modify biographical data and/or U.S. address. In accordance with the regulations (22 CFR 62.70(b)), an RO or ARO must update the actual and current U.S. address information within 21 days of being notified by a participant of a change in his or her address.

**Note:** The Biographical Information option is not available after a visa has been issued to the EV. To edit the biographical data after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS.

To edit the EV's personal data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose information is being changed (perform a search for the record or use the **EV Lists** link).
2. Click the **Biographical Information** link on the **Edits** menu. The *Biographical Information* screen displays.
3. Make the necessary updates to the EV's biographical information. For detailed instructions on how to complete this screen, see Section 2.5.1, Complete Page 1 of the Form DS-2019—Personal Information.

**Note:** Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows:

- If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.
  - If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
4. Click the **Update Information** button to save the changes. The system displays a message stating that the record has been successfully updated.
  5. Click the **Print Final DS-2019** button to print a new Form, sign it in **blue** ink, and provide it to the EV and dependents, if any.

**Note:** When the EV is in Initial status and his or her biographical data are updated, the purpose that will print on the Form will be, "Begin New Program—Biographical Information Modified."

### 2.6.2.3 Edit Dependent Data (EV in Initial Status)

The **Dependents** link on the *Exchange Visitor Information* screen for an EV in Initial status provides the capability to make the following additions, corrections, and/or updates to dependent records:

- Add dependents
- Delete dependents
- Edit dependent data
- Reprint the dependent's Form DS-2019
- Indicate that the dependent is a "no show"

The following sections contain detailed instructions for completing each of these processes.

#### 2.6.2.3.1 ADD DEPENDENT (EV IN INITIAL STATUS)

**Note:** The Add Dependent option is not available after a visa has been issued to the EV. To add a dependent after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS. The dependent will have to travel to the United States at a later date to join the EV.

**Note:** If both a husband and wife are entering the United States on J-1 visas, add the dependent child's information to only one SEVIS record (Form DS-2019). Do not add the dependent child's information to both parents' records/Forms. Doing so will give the dependent child two SEVIS records.

To add a dependent to the record of an EV who is currently in Initial status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose information is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.
3. Click the **Add Dependent** link near the bottom of the screen. The system displays the *Exchange Visitor Information—Add Dependent* screen.
4. An asterisk (\*) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Family Name	Enter the surname or last name of the dependent. If the dependent has only one name, enter it in this field. <b>Note:</b> The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays

Field	Description/Explanation
	on the National ID card.
<b>2. First Name</b>	Enter the first name of the dependent. This field may be left blank if the dependent has only one name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>3. Middle Name</b>	Enter the middle name of the dependent. This field may be left blank if the dependent has no middle name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>4. Suffix</b>	Select a title, such as Junior, that may display at the end of a person's name.
* <b>5. Date of Birth</b>	Enter the dependent's date of birth in MM/DD/YYYY format.
* <b>6. Gender</b>	Select the dependent's gender, <b>male</b> or <b>female</b> .
* <b>7. Relationship</b>	Select <b>Spouse</b> or <b>Child</b> . A dependent child must be younger than 21 years of age.
* <b>8. City of Birth</b>	Enter the unabbreviated name of the city where the dependent was born.
* <b>9. Country of Birth</b>	Select the name of the country where the dependent was born. <b>Note:</b> United States may be selected as Country of Birth if the dependent was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the <b>Country of Birth</b> field. 2. Select an option from the <b>If the United States or U.S. Territory is chosen...</b> drop-down list.
* <b>10. Country of Citizenship</b>	Select the country in which the dependent is a citizen.
* <b>11. Country of Legal Permanent Residence</b>	Select the country in which the dependent is an LPR. For most dependent applicants, the Country of Legal Permanent Residence will be the same as the Country of Citizenship. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence.

Field	Description/Explanation
	For example, a French citizen who is teaching in Italy on a 1-year contract, and making application for a J visa from Italy, would not be considered an LPR of Italy.
<b>12. Social Security Number</b>	Enter the dependent's Social Security number. Completion of this field is optional.
<b>13. Driver's License Number</b>	Enter the dependent's driver's license number assigned by the state that issued the license. Completion of this field is optional.
<b>14. Driver's License Issue State</b>	Select from the drop-down list the state that issued the driver's license to the dependent, if applicable. Completion of this field is optional.
<b>15. Individual Taxpayer ID Number</b>	Enter the taxpayer ID for a dependent who is employed or has such an ID. Completion of this field is optional.

5. Click one of the following buttons:

<b>Add Dependent</b>	Click this button to complete the process. A message displays stating that the dependent has been successfully added.  Click the <b>Print Final DS-2019</b> button to print the dependent's Form. See Section 2.5.6, Print a Draft or Final Form DS-2019, for instructions.
<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Cancel</b>	Click this button to return to the <i>Exchange Visitor Dependents Menu</i> screen without adding a dependent.

#### **2.6.2.3.2 DELETE DEPENDENT (EV IN DRAFT OR INITIAL STATUS)**

The Delete Dependent option is only available when the EV is in Draft or Initial status and the record contains no visa information. To delete a dependent, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent is being deleted (perform a search for the record or use the **EV Lists** link).
2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.
3. Click the **Delete** link to the right of the name of the dependent whose record is being deleted. The *Delete Dependent* screen displays.
4. Review the data to ensure that this is the correct dependent.
5. Scroll to the bottom of the screen and click the **Delete Dependent** button. A message displays stating that the dependent's SEVIS record has been deleted.

#### **2.6.2.3.3 EDIT DEPENDENT DATA (EV IN DRAFT OR INITIAL STATUS)**

**Note:** The Edit Dependent option is not available after a visa has been issued to the EV. To edit a dependent's data after the EV has obtained a visa and is still in Initial status, you must wait



until the EV arrives in the United States and has his or her program participation validated in SEVIS.

To edit the dependent's biographical data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent's information is being changed (perform a search for the record or use the **EV Lists** link).
2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.
3. Click the dependent's SEVIS ID link (for example, **N1234567890**) to access the *Exchange Visitor Information—Dependent Information* screen.
4. Click the **Edit** link on the **Actions** menu to display the *Exchange Visitor Information—Edit Dependent* screen.
5. Scroll to the **Edit Dependent** section of the screen. Below is a brief description or explanation of the fields on this screen. An asterisk (\*) precedes the fields that are required. To complete this screen, enter/modify the following data:

Field	Description/Explanation
* <b>1. Family Name</b>	Enter the surname or last name of the dependent. If the dependent has only one name, enter it into this field. <b>Note:</b> The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>2. First Name</b>	Enter the first name of the dependent. This field may be left blank if the dependent has only one name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>3. Middle Name</b>	Enter the middle name of the dependent. This field may be left blank if the dependent has no middle name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>4. Suffix</b>	Select a title, such as Junior, that may display at the end of a person's name.

Field	Description/Explanation
* <b>5. Date of Birth</b>	Enter the dependent's date of birth in MM/DD/YYYY format.
* <b>6. Gender</b>	Select the dependent's gender, <b>male</b> or <b>female</b> .
* <b>7. Relationship</b>	Select <b>Spouse</b> or <b>Child</b> . A child dependent must be younger than 21 years of age.
* <b>8. City of Birth</b>	Enter the unabbreviated name of the city where the dependent was born.
* <b>9. Country of Birth</b>	Select the country where the dependent was born. <b>Note:</b> United States may be selected as Country of Birth if the dependent was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, select an option from the <b>If the United States or U.S. Territory is chosen...</b> drop-down list.
* <b>10. Country of Citizenship</b>	Select the country in which the dependent maintains citizenship.
* <b>11. Country of Legal Permanent Residence</b>	Select the country in which the dependent is an LPR. For most dependent applicants, the Country of Legal Permanent Residence will be the same as the Country of Citizenship. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and making application for a J visa from Italy, would not be considered an LPR of Italy.
<b>12. Social Security Number</b>	Enter the dependent's Social Security number. Completion of this field is optional.
<b>13. Driver's License Number</b>	Enter the dependent's driver's license number assigned by the state that issued the license. Completion of this field is optional.
<b>14. Driver's License Issue State</b>	Select from the drop-down list the state that issued the driver's license to the dependent, if applicable. Completion of this field is optional.
<b>15. Individual Taxpayer ID Number</b>	Enter the taxpayer ID for a dependent who is employed or has such an ID. Completion of this field is optional.

6. Click one of the following buttons:

<b>Submit Edit</b>	Click this button to complete the process. The system displays a message stating that the update to the dependent's data has been successfully saved to SEVIS. <b>Note:</b> When the SEVIS status of the EV and dependent is Draft, the
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	dependent's Form DS-2019 will print along with the EV's Form when the Print feature is used at the time the Form is submitted in SEVIS. When the status of the dependent is Initial, click the <b>Print Final DS-2019</b> button on the message screen to print a copy of the dependent's Form. See Section 2.5.6, Print a Draft or Final Form DS-2019, for instructions.
<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Cancel</b>	Click this button to return to the <i>Exchange Visitor Dependents Menu</i> screen without updating the dependent's data.

#### **2.6.2.3.4 REPRINT FORM DS-2019 FOR A DEPENDENT (EV IN INITIAL STATUS)**



When a dependent is in Initial status, his or her Form DS-2019 can be reprinted for the following reasons:

- Permit EV's (*count*) dependents to enter United States separately (where "count" is the number of dependents for the selected EV).
- Begin new program; accompanied by number (*count*) of immediate family members (where "count" is the number of dependents for the selected EV).
- Other—Text that is entered in the **If Other, Please Comment** text box prints in the "Purpose of the Form" section of the Form DS-2019.

To reprint the Form for a dependent, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent's Form is being reprinted (perform a search for the record or use the **EV Lists** link).
2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.
3. Click the dependent's SEVIS ID link (for example, **N1234567890**) to access the *Exchange Visitor Information—Dependent Information* screen.
4. Click the **Reprint DS-2019** link on the **Actions** menu to display the *Reprint DS-2019* screen.
5. Select a reprint reason from the drop-down list. If **Other** is selected, provide an explanation in the text box provided.
6. Enter optional comments in the **Remarks** text box.
7. Click the **Reprint DS-2019** button. A message displays stating that the update has been successful (the reason for reprinting the Form has been saved to SEVIS). The reprint reason selected will print on the Form.
8. Click the **Print Final DS-2019** button on the message screen. A new browser window opens and the Form DS-2019 displays using Adobe Acrobat from which a copy of the Form may be sent to a designated printer.

**Note:** During the launch of Adobe Acrobat, a *File Download* window may display. To prevent this window from displaying in the future, click the box next to **always ask before opening this type of file** to remove the check mark. Select the **Open** button to view the Form DS-2019.

9. When the Form DS-2019 displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages of the Form.
10. Click the **Print** () button on the Adobe Acrobat toolbar. The *Print* window displays.
11. Ensure the name of the printer listed in the **Name** field is the printer from which the Form will be printed. If it does not show the correct printer, click the down arrow to the right of the field and select the correct printer.
12. Click **OK** and the Form DS-2019 will be printed on the designated printer.
13. Click the **Close** () button on the *Adobe Acrobat* window to close the window.

#### **2.6.2.3.5 No Show—DEPENDENT**

The status of the dependent may be set to No Show separately from the EV (see Section 2.6.1.3, No Show (EV in Initial Status), for an explanation of the No Show status). When a dependent's status is No Show, the dependent **has violated** the Exchange Visitor Program regulations. This has an **adverse**, or **negative**, affect on the dependent's record.

**Note:** Setting a dependent's status to No Show has no affect on the EV's record.

To change a dependent's status to No Show, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent is being marked as "no show" (perform a search for the record or use the **EV Lists** link).
2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.
3. Click the dependent's SEVIS ID link (for example, **N1234567890**) to access the *Exchange Visitor Information—Dependent Information* screen.
4. Click the **No Show** link on the **Actions** menu to display the *No Show* screen.
5. Review the data to ensure that this is the dependent whose status is being changed to No Show.
6. If this is not the correct record, click the **Cancel** button. Otherwise, click the **No Show** button. The system displays the *Exchange Visitor Dependents Menu* screen and the dependent's status is No Show.

#### **2.6.2.4 Edit Financial Information (EV in Initial Status)**

**Note:** The Financial Information option is not available after a visa has been issued to the EV. To edit financial data after the EV has obtained a visa and is still in Initial status, you must wait

until the EV arrives in the United States and has his or her program participation validated in SEVIS.

To edit an EV's financial data while the EV is in Initial status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose data are being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Financial Information** link on the **Edits** menu. The system displays the *Edit Financial Information* screen.
3. Make the necessary updates. See Section 2.5.4, Complete Page 4 of the Form DS-2019—Financial Information, for detailed descriptions of each field and/or section on the screen.

**Note:** Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.

4. Click the **Update Information** button. A message displays stating that the data have been successfully updated.

#### **2.6.2.5 Edit Site of Activity (EV in Initial Status)**

**Note:** The Site of Activity option is not available after a visa has been issued to the EV. To edit a site of activity after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS.

To edit the site of activity information for an EV in Initial status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose data are being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Site of Activity** link on the **Edits** menu. The system displays the *Site of Activity Menu* screen.
3. To edit data for an existing site of activity, click the **Edit** link to the right of the address for the Site of Activity listed near the bottom of the screen. The *Edit Site of Activity* screen displays.
4. Make the necessary changes to the name and address for the site of activity.
5. Click the **Update Site of Activity** button. A message displays stating that the data have been successfully updated in SEVIS.
6. If the updated site of activity is the primary site of activity, print a copy of the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

#### **2.6.2.6 Add Site of Activity (EV in Initial Status)**

**Note:** The Site of Activity option is not available after a visa has been issued to the EV. To add a site of activity after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS.

All EVs must have at least one site of activity. However, multiple sites of activity may be added for an EV. To add a site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV for whom a site of activity is being added (perform a search for the record or use the **EV Lists** link).
2. Click the **Site of Activity** link on the **Edits** menu. The system displays the *Site of Activity Menu* screen.
3. Below is a brief description or explanation of the fields on this screen. An asterisk (\*) precedes the fields that must be updated. To complete this screen, enter/modify the following data:

Field	Description/Explanation
* <b>1. Site of Activity</b>	Enter the name of the place where an EV will participate in his or her program.
* <b>2. Site of Activity Address</b>	Enter the physical location of the site. Do not include a post office box number in this address. <b>Note:</b> For an Au Pair, enter the host family's address. For Secondary Students (high school students), enter the address of the high school. <b>Note:</b> The address that prints in the <b>U.S. Address</b> field on the Form DS-2019 is the EV's primary site of activity address.
<b>3. Remarks</b>	Enter optional comments.

4. Click one of the following buttons:

<b>Add Site of Activity</b>	Click this button to save the data entered for this EV. A message displays stating that the data have been successfully saved to SEVIS. On the message screen, if data for the primary site of activity have been updated, click the <b>Print Final DS-2019</b> button to print the Form and provide it to the EV and dependents, if any. See Section 2.5.6, <i>Print a Draft or Final Form DS-2019</i> , for printing instructions. Otherwise, click the <b>Return to Exchange Visitor</b> button to view the <i>Exchange Visitor Information</i> screen; some of the information for the site that has been added will be included below the EV's information. <b>Note:</b> Multiple sites of activity may be added for an EV; follow the procedures above to add other sites of activity.
<b>Reset Values</b>	Click this button to clear all entries on the screen.
<b>Cancel</b>	Click this button to return to the previous page without adding a site of activity.
<b>Print Draft DS-2019</b> (on the <i>Site of Activity Menu</i> screen [see Exhibit 15])	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, <i>Print a Draft or Final Form DS-2019</i> , for printing instructions.

### **2.6.2.7 Change Primary Site of Activity (EV in Initial Status)**

The U.S. address that prints on the EV's Form DS-2019 is the primary site of activity address. When an EV has more than one site of activity, the primary site of activity may be changed.

To change the EV's primary site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays.
3. Click the radio button to the left of the site of activity that should be the primary site of activity.
4. Click the **Change Primary Site of Activity** button. A message displays stating that the primary site of activity has been changed.
5. Click the **Print the Final DS-2019** button on the message screen to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. Otherwise, click the **Return to Exchange Visitor** button to return to the *Exchange Visitor Information* screen.

### **2.6.2.8 Delete Site of Activity (EV in Draft or Initial Status)**

All EVs must have at least one site of activity. However, sites of activity may be deleted for an EV whose Form DS-2019 is in Draft or Initial status, and contains more than one site of activity.

To delete a site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Edit DS-2019** link on the **Actions** menu. Page 1 of the Form DS-2019 displays.
3. Click the **Next** button to advance to the *Site of Activity Menu* screen.
4. Click the **Delete** link in the **Commands** column for the site of activity that should be deleted. The *Delete Site of Activity* screen displays.
5. Review the data to ensure that this is the correct site of activity.
6. Click the **Delete Site of Activity** button to complete the process. The *Site of Activity Menu* screen displays.

## **2.7 Exchange Visitor Information Screen—Active Status**

The *Exchange Visitor Information* screen provides a snapshot of the information that has been entered on the Form DS-2019. On the left side of the screen are links to the actions, edits, and transfer possibilities appropriate to the EV's current status. Exhibit 24, Exchange Visitor Information Screen—Active Status, is an example of the screen.

## Exhibit 24: Exchange Visitor Information Screen—Active Status

<span style="font-weight: bold;">U.S. Immigration and Customs Enforcement</span>		<span style="font-weight: bold;">Student &amp; Exchange Visitor Information System</span>		SEVIS																																																																																																																																																																																																																	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span> <a href="#">Main</a>   <a href="#">Listing of Schools</a>   <a href="#">Listing of Programs</a>   <a href="#">Help</a>   <a href="#">Tutorial</a>   <a href="#">Logout</a> </span> <span><a href="#">Get Adobe Reader</a></span> </div>																																																																																																																																																																																																																					
Exchange Visitor Information																																																																																																																																																																																																																					
<div style="display: flex;"> <div style="width: 20%; font-size: 0.8em;"> <b>Actions:</b>  <a href="#">Change of Category Request</a>  <a href="#">Correct Minor or Technical Infraction</a>  <a href="#">Correct SEVIS Status</a>  <a href="#">End Program for EV</a>  <a href="#">Extension within the maximum duration of participation</a>  <a href="#">Reprint DS-2019</a>  <a href="#">Shorten Program for EV</a>  <a href="#">Terminate EV</a>  <b>Edits:</b>  <a href="#">Biographical Information</a>  <a href="#">Dependents</a>  <a href="#">Financial Information</a>  <a href="#">Site of Activity</a>  <a href="#">Subject/Field</a>  <b>Transfer:</b>  <a href="#">SEVIS to SEVIS Transfer</a> </div> <div style="width: 80%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="6" style="text-align: left; font-weight: normal;">Personal Information</th></tr> <tr><td>SEVIS ID:</td><td colspan="5">N0000107879</td></tr> <tr><td>Family Name:</td><td colspan="5">Cornelius</td></tr> <tr><td>First Name:</td><td colspan="5">Ranier</td></tr> <tr><td>Middle Name:</td><td colspan="5"></td></tr> <tr><td>Suffix:</td><td colspan="5"></td></tr> <tr><td>Gender:</td><td colspan="5">MALE</td></tr> <tr><td>Date of Birth:</td><td colspan="5">07/10/1958</td></tr> <tr><td>City of Birth:</td><td colspan="5">Santiago</td></tr> <tr><td>Country of Birth:</td><td colspan="5">SPAIN</td></tr> <tr><td>Country of Citizenship:</td><td colspan="5">SPAIN</td></tr> <tr><td>Country of Legal Permanent Residence:</td><td colspan="5">SPAIN</td></tr> <tr><td>Social Security Number:</td><td colspan="5"></td></tr> <tr><td>Driver's License Number:</td><td colspan="5"></td></tr> <tr><td>Driver's License Issue State:</td><td colspan="5"></td></tr> <tr><td>Individual Taxpayer ID Number:</td><td colspan="5">134 - CIVIL SERVICE EMPLOYEE</td></tr> <tr><td>Position:</td><td colspan="5">IN CITY OR TOWN GOVERNMENT</td></tr> <tr><td>Active/Initial Dependent Count:</td><td colspan="5">1</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: left; font-weight: normal;">Address</th></tr> <tr><td colspan="2"><b>Current U.S. Address:</b></td></tr> <tr><td>Address 1:</td><td>123 Main Avenue</td></tr> <tr><td>Address 2:</td><td></td></tr> <tr><td>City:</td><td>FAIRFAX</td></tr> <tr><td>State:</td><td>VIRGINIA</td></tr> <tr><td>Zip Code:</td><td>20108</td></tr> <tr><td colspan="2"><b>Foreign Address:</b></td></tr> <tr><td>Address 1:</td><td></td></tr> <tr><td>Address 2:</td><td></td></tr> <tr><td>City:</td><td></td></tr> <tr><td>Country:</td><td></td></tr> <tr><td>Province/Territory:</td><td></td></tr> <tr><td>Postal Code:</td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: left; font-weight: normal;">Visa/PDE Information</th></tr> <tr><td>Visa Type:</td><td>J-1</td></tr> <tr><td>Passport Number:</td><td></td></tr> <tr><td>Visa Foil Number:</td><td></td></tr> <tr><td>Visa Issue Date:</td><td></td></tr> <tr><td>Visa Issue Post:</td><td></td></tr> <tr><td>Port of Entry:</td><td></td></tr> <tr><td>Date of Entry:</td><td></td></tr> <tr><td>I-94/Admission Number:</td><td></td></tr> <tr><td>Port of Departure:</td><td></td></tr> <tr><td>Date of Departure:</td><td></td></tr> </table> <table border="1" style="width: 100%; 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The following sections provide information about each of the options on the **Actions**, **Edit**, and **Transfer** menus.

### 2.7.1 Actions Menu—EV in Active Status

The options/links on the **Actions** menu provide access to the following processes, which are listed in alphabetical order:



- Cancel Change of Category Request—Only available if a Change of Category Request has been submitted to, but not processed by, DoS.
- Cancel Extension Beyond Maximum Duration of Participation Request—Only available if an Extension Beyond Maximum Duration of Participation Request has been submitted to but not processed by DoS.
- Cancel Reinstatement – Update SEVIS Status Request— Only available if a Reinstatement – Update SEVIS Status request has been submitted to, but not processed by, DoS. See Section 2.10, SEVIS Correction Processes for instructions.
- Change of Category
- Correct Minor and Technical Infraction
- Correct SEVIS Status—See Section 2.10, SEVIS Correction Processes, for instructions.
- End Program for Exchange Visitor
- Extension Beyond the Maximum Duration of Participation
- Extension Within the Maximum Duration of Participation
- Matriculation—Only available for college and university students.
- Reinstatement – Update SEVIS Status—See Section 2.10, SEVIS Correction Processes, for instructions.
- Reprint Form DS-2019
- Shorten Program for Exchange Visitor
- Terminate Exchange Visitor

The following sections provide detailed instructions for the options listed above except for the Correct SEVIS Status, Reinstatement – Update SEVIS Status, and Cancel Reinstatement – Update SEVIS Status options. See Section 2.10, SEVIS Correction Processes, for detailed instructions for these processes.

#### **2.7.1.1 Change of Category Request (EV in Active Status)**

A change of category request for an EV may be submitted to DoS. Any change must be clearly consistent with and closely related to the participant's original exchange objective and necessary due to unusual or exceptional circumstances. (See Appendix E, Exchange Visitor Categories, for a list and explanation of all categories. DoS must review and approve this request.


**Note:** The change of category request, non-refundable fee, and all supporting documentation must be submitted to DoS prior to the EV's program end date so that the EV does not fall out of status.

To request a change of category for an EV, perform the following:


1. Access the *Exchange Visitor Information* screen for the EV whose request is being processed (perform a search for the record or use the **EV Lists** link).

2. Click the **Change of Category Request** link on the **Actions** menu. The *Change of Category Request* screen displays. It contains summary information for the selected EV, and the lower half of the screen is used to make the request for change of category. Exhibit 25, Change of Category Request Screen, is an example of the screen.

## Exhibit 25: Change of Category Request Screen



U.S. Immigration  
and Customs  
Enforcement



ICE

Student & Exchange Visitor  
Information System

SEVIS

[Main](#) | [Listing of Schools](#) | [Listing of Programs](#) | [Help](#) | [Tutorial](#) | [Logout](#)

[Get Adobe Reader](#)

SEVIS ID: N0000107879

Family Name: Cornelius

First Name: Ranier

Suffix:

Gender: MALE

Date of Birth: 07/10/1958

City of Birth: Santiago

Country of Birth: SPAIN

Country of Citizenship: SPAIN

Country of Legal Permanent Residence: SPAIN

Status: ACTIVE

Active/Initial Dependent Count: 1

Program Number: P-1-00468

Program Sponsor: Whispering Pines Institute

Position: 134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT

Category: SPECIALIST

Subject/Field Description: Business, Management, Marketing, and Related Support Services, Other

Subject/Field Remarks: None.

Initial Program Begin Date:

IAP-66 Number:

Program Begin Date: 08/01/2006

Program End Date: 08/31/2007

Reinstatement Program Begin Date:

Previous Program End Date:

Visa Type: J-1

Passport Number:

Visa Foil Number:

Visa Issue Date:

Visa Issue Post:

Port of Entry:

Date of Entry:

I-94/Admission Number:

Port of Departure:

Date of Departure:

1. \* Exchange Visitor Category: SPECIALIST

2. \* Subject/Field Description: Business, Management, Marketing, and Related Support Services, Other

\* Subject/Field Remarks: The text may be truncated on the printed Form DS-2019 if it is longer than the available space. However, you will be able to view the entire text in SEVIS.  
Enter comments in this text box.

3. \* Program Begin Date: 09/01/2006 (MM/DD/YYYY)

4. \* Program End Date: 08/31/2007 (MM/DD/YYYY)

5. Remarks:

6. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:  
Current Program Sponsor: \$  
\* This program sponsor has received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.

7. \* Financial support from organizations other than the sponsor will be provided by one or more of the following:

U.S. Government Agency(ies): [max of 2]

BROADCASTING BOARD OF GOVERNORS \$ 17000

If OTHER is selected, enter the name of the Organization or Agency below.

Select One \$

If OTHER is selected, enter the name of the Organization or Agency below.

International Organization(s): [max of 2]

Select One \$

If OTHER is selected, enter the name of the Organization or Agency below.

Select One \$

If OTHER is selected, enter the name of the Organization or Agency below.

The Exchange Visitor's Government: \$ 3000

The Binational Commission of the Exchange Visitor's Country: \$

All other organizations providing support: \$

Enter names of other organizations below.

Personal funds: \$ 2500

08/16/2006 (Wednesday)

3. Below is a list with a brief description or explanation for the fields and sections on this screen. An asterisk (\*) precedes the fields and sections that must be completed. Enter the following data:

<b>Field/Section</b>	<b>Description/Explanation</b>
* <b>1. Exchange Visitor Category</b>	Select the desired J visa participant category for the EV. The options available on the drop-down list relate to those authorized for your organization by DoS.
* <b>2. Subject/Field Description</b>	<p>To change the current subject/field description, perform the following:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Select</b> button to display the <i>Select Subject Code</i> screen and make a selection from the <i>Category</i> drop-down list.</li> <li>2. Click the <b>Search</b> button to view the list of subjects/fields for the selected category. Find the subject that most closely matches the EV's field of study and click its code, at the left end of the row. The system automatically returns to the <i>Change of Category Request</i> screen and the final selection is displayed.</li> <li>3. If necessary, click the <b>Clear</b> button to delete this information from the screen and repeat Steps 1 and 2.</li> </ol>
* <b>Subject/Field Remarks</b>	<p>Enter additional remarks regarding the EV's program while in the United States or enter "<b>None.</b>" Do not use hard returns (that is, do not press the <b>Enter</b> key) when entering text; doing so may make the text wrap and print in field 5 on the Form DS-2019. Exhibit 14 is an example of how the text may print when hard returns are used.</p> <p><b>Note:</b> The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text may be viewed in SEVIS.</p>
* <b>3. Program Begin Date</b>	Enter the date, determined by the program sponsor, on which the EV's participation in the new category will begin. It must be entered in MM/DD/YYYY format.
* <b>4. Program End Date</b>	<p>Enter the date, determined by the program sponsor, on which an EV's participation in the new category will end. It must be entered in MM/DD/YYYY format.</p> <p>The end date, in combination with the begin date,</p>

Field/Section	Description/Explanation
	<p>must:</p> <ul style="list-style-type: none"> <li>Be equal to or greater than the minimum duration of participation</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>Cannot exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation.</li> </ul> <p>See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for guidance.</p>
<b>5. Remarks</b>	Enter optional comments.
<b>6. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:</b>	<p><b>Note:</b> The EV must have at least one source of funding listed in Sections 6 and/or 7 of the electronic Form DS-2019.</p> <p>Enter the following information as applicable.</p>
<b>Current Program Sponsor</b>	If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the EV.
<p><b>* This program sponsor (has/has not) received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.</b></p>	<p>Select <b>has</b> or <b>has not</b> to indicate whether the EV has received direct or indirect funding from U.S. Government agencies. This is a required field.</p> <p><b>Note:</b> If <b>has</b> is selected in response to this statement, complete Section 7 of the electronic Form DS-2019.</p> <ul style="list-style-type: none"> <li><b>Direct Funding</b>—Financed in whole or in part by the U.S. Government or the EV's government with funds contributed directly to the EV in connection with his or her participation in an Exchange Visitor Program.</li> <li><b>Indirect Funding</b>—Financed by one of the following: <ul style="list-style-type: none"> <li>– An international organization with funds contributed by either the U.S. Government or the EV's government for use in financing international educational and cultural exchanges.</li> <li>– An organization or institution with funds made available by either the U.S. Government or the EV's government for the purpose of furthering</li> </ul> </li> </ul>

Field/Section	Description/Explanation
	international educational and cultural exchanges.
* <b>7. Financial Support from organizations other than the sponsor will be provided by one of the following:</b>	<p>The EV must have at least one source of funding listed in Sections 6 and/or 7. If necessary, complete one or more of the fields in this section.</p> <p><b>Note:</b> Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.</p> <p><b>Note:</b> All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.</p>
<b>U.S. Government Agency(ies) [maximum of two]</b>	<p>Select the agency from which the EV has received funding, and enter the amount in U.S. dollars.</p> <p><b>Note:</b> If <b>Other</b> is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.</p>
<b>International Organization(s) [maximum of two]</b>	<p>Select the organization from which the EV has received funding, and enter the amount in U.S. dollars.</p> <p><b>Note:</b> If <b>Other</b> is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.</p>
<b>The Exchange Visitor's Government</b>	Enter the amount, in U.S. dollars, that the EV's government is contributing.
<b>The Binational Commission of the Exchange Visitor's Country</b>	Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
<b>All other organizations providing support</b>	<p>Enter the amount, in U.S. dollars, that all other organizations are contributing.</p> <p><b>Note:</b> Enter each organization name and the amount of money being given to the EV. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters can be entered into this field.) The names and amounts of funding will print on the Form DS-2019.</p>
<b>Personal Funds</b>	Enter the amount, in U.S. dollars, that the EV is contributing.

4. Click the **Submit** button to save these data to SEVIS. A message displays stating that the change of category request has been successfully submitted to SEVIS.
5. Remit the non-refundable fee, drawn on a bank or other institution located in the United States, and made payable in U.S. currency to the U.S. Department of State (22 CFR 62.90). This request will not be processed until the fee and supporting documentation have been received by DoS.

**Note:** The non-refundable fee (refer to 22 CFR 62.90) must be submitted within 30 calendar days of submission of this request in SEVIS. If DoS has not noted in SEVIS the receipt of the fee and/or supporting documentation within 30 calendar days, the change of category request will automatically be canceled by SEVIS.

Submit the required fee, EV's full name and SEVIS ID, and supporting documentation as required by the regulations (22 CFR 62.90) to DoS. See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.

DoS must review this request; the following outcomes are possible:

- **Change of Category Request Approved**—The submitter of this request will receive email notification of the approval. The new program begin date will be the date entered or the date approved, whichever is later.

**Note:** Following approval of the change of category request, an RO or ARO must print the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. Access the *Exchange Visitor Information* screen for the EV and click the **Reprint DS-2019** link. On the *Reprint DS-2019* screen, select the reprint reason "Begin New Program—Change of Category." See Section 2.7.1.9, Reprint a Form DS-2019 (EV in Active Status, for printing instructions.

- **Additional Information Required**—The submitter of this request will receive email notification and a fax or mailed letter stating that additional information must be provided so that DoS can continue processing the request.
- **Change of Category Request Denied**—The submitter of this request will receive notification via a mailed letter regarding the denial.

**Note:** When a change of category request has been submitted for an EV, some of the options on the **Actions** and **Edits** menus will not be available until the request has been processed by DoS.

#### **2.7.1.2 Cancel Change of Category Request (EV in Active Status)**

The option for canceling a change of category request is available only when a change of category request has been submitted to DoS for approval. To cancel a change of category request, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose request is being canceled (perform a search for the record or use the **EV Lists** link).
2. Click the **Cancel Change of Category Request** link on the **Actions** menu. Exhibit 26, Cancel Change of Category Request Screen, is an example of the screen that displays.

## Exhibit 26: Cancel Change of Category Request Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

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### Cancel Change of Category Request

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000081425  
Family Name: SEVM  
First Name:  
Suffix:  
Gender: MALE  
Date of Birth: 09/28/1960  
City of Birth: CITYBIRTH  
Country of Birth: AFGHANISTAN  
Country of Citizenship: AFGHANISTAN  
Country of Legal Permanent Residence: AFGHANISTAN  
Status: ACTIVE  
Active/Initial Dependent Count: 1  
Program Number: P-1-00468  
Program Sponsor: Whispering Pines Institute  
Position:  
Category: TRAINEE (NON-SPECIALTY)  
Subject/Field Description:  
Subject/Field Remarks:  
Initial Program Begin Date: 08/20/2005  
IAP-66 Number:  
Program Begin Date: 08/20/2005  
Program End Date: 07/04/2006  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:

1. Remarks

Cancel Change of Category Request Reset Values Cancel

12/16/2005 (Friday)

3. Enter optional comments in the **Remarks** text box.
4. Click the **Cancel Change of Category Request** button to complete the process. A message displays stating that the request has been canceled.
5. Click the **Return to Exchange Visitor** button to view the *Exchange Visitor Information* screen. Notice the additional options available on the **Actions** and **Edits** menus. When a request must be processed by DoS, some of the menu options are not available. After the request is processed by DoS or canceled, those options become available again.

### 2.7.1.3 Correct Minor or Technical Infraction (EV in Active Status)

The Correct Minor or Technical Infraction option provides the capability to correct a minor or technical infraction of the regulations for an EV. Minor or technical infractions are the following:

- Failure to receive approval and/or an amended Form DS-2019 before accepting an honorarium or other type of payment for engaging in a normally appropriate activity
- Other



To correct a minor or technical infraction, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Correct Minor or Technical Infraction** link on the **Actions** menu. Exhibit 27, Correct Minor or Technical Infraction Screen, is an example of the screen that displays.

### Exhibit 27: Correct Minor or Technical Infraction Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

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### Correct Minor or Technical Infraction

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000090902  
Family Name: Campbell  
First Name: Violet  
Suffix:  
Gender: FEMALE  
Date of Birth: 07/30/1980  
City of Birth: Amster  
Country of Birth: UNITED KINGDOM  
Country of Citizenship: UNITED KINGDOM  
Country of Legal Permanent Residence: UNITED KINGDOM  
Status: ACTIVE  
Active/Initial Dependent Count: 1  
Program Number: P-1-00468  
Program Sponsor: Whispering Pines Institute  
Position: 345 - PROFESSIONAL OR SCIENTISTS IN AGRICULTURE  
Category: TRAINEE (SPECIALTY)  
Subject/Field Description: Accounting Technology/Technician and Bookkeeping  
Subject/Field Remarks: Test  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 07/26/2005  
Program End Date: 10/30/2006  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:

1. \* Minor or Technical Infraction: Select One  
\* Remarks

Correct Minor or Technical Infraction Reset Values Cancel

12/16/2005 (Friday)

3. Select the reason for the infraction from the drop-down list.
4. Enter an explanation in the **Remarks** text box; this is a required field.
5. To complete the process, click the **Correct Minor or Technical Infraction** button. A message displays stating that the EV's SEVIS record has been successfully updated. (Click the **Reset Values** button to return all unsaved entries to the previous values, or click the **Cancel** button to return to the *Exchange Visitor Information* screen without completing this request.)

**Note:** There is no change to the EV's status; his or her SEVIS status will remain Active.

#### **2.7.1.4 End Program for Exchange Visitor (EV in Active Status)**

An EV's program participation can be concluded (non-adverse termination) for the following reasons:

- Completed
- Death of EV
- Inability to continue program
- Program completed 30 days or more before program end date
- Withdrawal from the program

**Note:** Concluding an EV's program participation affects each dependent whose record is in Active status, changing his or her SEVIS status to the status of the EV. If a dependent has already been terminated (for example, if he or she has committed a crime), then there is no change in that dependent's status.

To end an EV's program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **End Program for EV** link on the **Actions** menu. Exhibit 28, End Program for EV Screen, is an example of the screen that displays. It contains summary information for the selected EV.

## Exhibit 28: End Program for EV Screen

U.S. Immigration and Customs Enforcement

Student & Exchange Visitor Information System

SEVIS

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### End Program for EV

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000094222  
Family Name: Doe  
First Name: John  
Suffix:  
Gender: MALE  
Date of Birth: 07/04/1978  
City of Birth: Smalltown  
Country of Birth: ARUBA  
Country of Citizenship: ARUBA  
Country of Legal Permanent Residence: ARUBA  
Status: ACTIVE  
Active/Initial Dependent Count: 1  
Program Number: P-1-00468  
Program Sponsor: Whispering Pines Institute  
Position: 124 - CIVIL SERVICE EMPLOYEE IN REGIONAL/STATE GOVERNMENT  
Category:  
Subject/Field Description: Communications Technologies/Technicians and Support Services, Other (NEW)  
Subject/Field Remarks: Test  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 11/08/2005  
Program End Date: 10/31/2006  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Program End Reason: Select One  
2. \* Effective Completion Date: (MM/DD/YYYY)  
3. Remarks:

End Program for EV Reset Values Cancel

08/28/2006 (Monday)

3. Select a reason for ending the EV's program from the drop-down list.
4. Enter the effective date of completion for the EV.
5. Enter optional comments in the **Remarks** text box.
6. Click the **End Program for EV** button. A confirmation message displays.
7. Click the **Yes** button to end the program for the EV, or click the **No** button to return to the *End Program for EV* screen without changing the EV's status.

**Note:** The day following the effective date of completion, the system automatically inactivates the EV's record in SEVIS. Also, the EV's program end date will not change; it will always reflect the original intention of the program.

### **2.7.1.5 Extension Beyond the Maximum Duration of Participation Request (EV in Active Status)**

A request to extend an EV's program beyond the maximum duration of program participation may be submitted to DoS. (See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for the maximum and minimum duration rules for the various categories.) The EV must have a status of Active, and the request must be submitted to DoS early enough so that it may be reviewed and approved by DoS prior to the EV's program end date. The request will not be processed until DoS receives the fee and all supporting documentation.

To submit an extension beyond the maximum duration of participation request, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Extension Beyond the Maximum Duration of Participation** link on the **Actions** menu. Exhibit 29, Extension Beyond the Maximum Duration of Participation Request Screen, is an example of the screen that displays. It includes summary information for the selected EV.

**Note:** When requesting an extension for a Professor or Research Scholar EV participating in a program sponsored by the Federally Funded National Research and Development Center or a U.S. Federal Laboratory, a *Confirmation* screen displays. Review the screen and click the **I Agree** button to continue to the *Extension Beyond the Maximum Duration of Participation Request* screen.

## Exhibit 29: Extension Beyond the Maximum Duration of Participation Request Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

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### Extension Beyond the Maximum Duration of Participation Request

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000091718  
Family Name: Bachner  
First Name: Eva  
Suffix:  
Gender: FEMALE  
Date of Birth: 03/13/1980  
City of Birth: Anytown  
Country of Birth: ARUBA  
Country of Citizenship: ARUBA  
Country of Legal Permanent Residence: ARUBA  
Status: ACTIVE  
Active/Initial Dependent Count: 2  
Program Number: G-6-00367  
Program Sponsor: National Nonspecialty School  
Position: 542 - EMPLOYEE OF LABOR ORGANIZATION  
Category: TRAINEE (NON-SPECIALTY)  
Subject/Field Description: Counselor Education/School Counseling and Guidance Services  
Subject/Field Remarks: Test.  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 08/01/2005  
Program End Date: 11/30/2006  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Program End Date: 06/30/2007 (MM/DD/YYYY) ← You must change the Program End Date.  
2. Remarks:

Submit Extension Reset Values Cancel

08/30/2006 (Wednesday)

- On the lower half of the screen, change the program end date for the EV's program.
- Enter optional comments in the **Remarks** text box.

**Note:** This text box may be used to adequately address the reasons that justify this request, or forward the justification to DoS when submitting the required fee.

- Click the **Submit Extension** button to submit the request.

Remit the non-refundable fee, drawn on a bank or other institution located in the United States, and made payable in U.S. currency to the U.S. Department of State (22 CFR 62.90). This request will not be processed by DoS until the fee and all supporting documentation are received. Submit the required fee, EV's full name and SEVIS ID, and all supporting documentation to DoS. See Section 1.1 or Attachment A for the appropriate address.

DoS must review this request; the following outcomes are possible:

- **Extension Request is Approved**—The submitter of the request will receive an email message when the extension is approved.  
  
**Note:** Following approval of the extension request, an RO or ARO must print the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. Access the *Exchange Visitor Information* screen for the EV and click the **Reprint DS-2019** link. On the *Reprint DS-2019* screen, select the reprint reason “Extend an Ongoing Program.” (See Section 2.7.1.9, Reprint a Form DS-2019 (EV in Active Status), for printing instructions.)
- **Additional Information Required**—The submitter of this request will receive email notification and a mailed letter or fax stating that additional information must be provided so that DoS may continue processing the request.
- **Extension Request Denied**—The submitter of this request will receive notification via a mailed letter regarding the denial.

#### **2.7.1.6 Cancel Extension Beyond the Maximum Duration of Participation Request (EV in Active Status)**

An EV’s request for an extension beyond the maximum duration of participation may be canceled before the request is processed by DoS.

To cancel the request, perform the following steps:

1. Access the *Exchange Visitor Information* screen for the EV whose extension request is being canceled (perform a search for the record or use the **EV Lists** link).
2. Click the **Cancel Extension Beyond Maximum Duration of Participation Request** link on the **Actions** menu. The *Cancel Extension Beyond Maximum Duration of Participation Request* screen displays.
3. Enter comments in the **Remarks** text box; this is a required field.
4. Click the **Cancel Extension Request** button to confirm the cancellation. The system displays a message stating that the request has been canceled.
5. Click the **Return to Exchange Visitor** button to view the *Exchange Visitor Information* screen. Notice that the **Cancel Extension Beyond Maximum Duration of Participation Request** link is no longer available.

#### **2.7.1.7 Extension Within the Maximum Duration of Participation Request**

An EV’s participation in the program may be extended up to the limit of the permissible period of participation authorized for his or her specific program category or as specified in the Letter of Designation or Redesignation from DoS. (See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for the maximum and minimum duration rules for the various categories.)

To extend an EV's participation within the maximum duration of participation, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose extension request is being submitted (perform a search for the record or use the **EV Lists** link).
2. Click the **Extension Within the Maximum Duration of Participation** link on the **Actions** menu. Exhibit 30, Extension Within the Maximum Duration of Participation Screen, is an example of the screen that displays. It contains summary data for the selected EV and a field for changing the program end date.

### Exhibit 30: Extension Within the Maximum Duration of Participation Screen

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#### Extension within the maximum duration of participation

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000090902  
Family Name: Campbell  
First Name: Violet  
Suffix:  
Gender: FEMALE  
Date of Birth: 07/30/1980  
City of Birth: Amster  
Country of Birth: UNITED KINGDOM  
Country of Citizenship: UNITED KINGDOM  
Country of Legal Permanent Residence: UNITED KINGDOM  
Status: ACTIVE  
Active/Initial Dependent Count: 1  
Program Number: P-1-00468  
Program Sponsor: Whispering Pines Institute  
Position: 345 - PROFESSIONAL OR SCIENTISTS IN AGRICULTURE  
Category:  
Subject/Field Description: Accounting Technology/Technician and Bookkeeping  
Subject/Field Remarks: Test  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 07/26/2005  
Program End Date: 10/30/2006  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Program End Date: 10/30/2006 (MM/DD/YYYY) ← The Program End Date must be changed.

2. Remarks

Submit Extension Reset Values Cancel

08/30/2006 (Wednesday)

3. Enter the new program end date for the EV.
4. Enter optional comments in the **Remarks** text box.

5. Click the **Submit Extension** button to complete the process. A message displays stating that the EV's record has been successfully updated.
6. Click the **Print Final DS-2019** button on the message screen to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)

#### **2.7.1.8 Matriculation (EV in Active Status)**

When a student EV matriculates from one level of education to another (for example, progresses from an Associate to a Bachelor's degree program), this change may be made in SEVIS.

Matriculation applies to an EV who is continuing as a full-time student by moving to a higher level of education, as in the following cases:

- Associate to Bachelor's degree
- Associate to Master's degree
- Associate to Doctoral degree
- Bachelor's to Master's degree
- Bachelor's to Doctoral degree
- Master's to Doctoral degree

**Note:** Matriculation is available only for EVs in the **Student** category.

To complete the matriculation process, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose matriculation request is being submitted (perform a search for the record or use the **EV Lists** link).
2. Click the **Matriculation** link on the **Actions** menu. Exhibit 31, Matriculation Screen, is an example of the screen that displays. The fields in Exhibit 31 have already been completed.



## Exhibit 31: Matriculation Screen

U.S. Immigration and Customs Enforcement

ICE

Student & Exchange Visitor Information System

SEVIS

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### Matriculation

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000107901  
Family Name: Houtz  
First Name: Amelia  
Suffix:  
Gender: FEMALE  
Date of Birth: 06/22/1985  
City of Birth: Munich  
Country of Birth: GERMANY  
Country of Citizenship: GERMANY  
Country of Legal Permanent Residence: GERMANY  
Status: ACTIVE  
Active/Initial Dependent Count: 0  
Program Number: P-1-01131  
Program Sponsor: Hansel University  
Position: 215 - UNIVERSITY UNDERGRADUATE STUDENTS  
Category: STUDENT ASSOCIATE  
Subject/Field Description: Computer Software and Media Applications, Other (NEW)  
Subject/Field Remarks: None at this time.  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 08/16/2006  
Program End Date: 05/30/2010  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Matriculation Select One  
2. \* Program End Date 05/30/2010 (MM/DD/YYYY)

Matriculate Reset Values Cancel

08/30/2006 (Wednesday)

You must change the Program End Date.

3. Select the degree level from the drop-down list.
4. Enter the new program end date for the EV.
5. Click the **Matriculate** button to complete the process. A message displays stating that the EV's record has been successfully updated.
6. On the message screen, click the **Print Final DS-2019** button to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)

### 2.7.1.9 Reprint a Form DS-2019 (EV in Active Status)

See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.

#### 2.7.1.9.1 REPRINT A FORM DS-2019 FOR ACADEMIC TRAINING (EV IN ACTIVE STATUS)

A student may participate in academic training programs during his or her studies, with approval of the academic dean or advisor and the RO. When approving academic training, the EV's SEVIS record must be updated and a Form DS-2019 printed and provided to the EV, and dependents, if any.


To update the EV's Form DS-2019 with academic training information, perform the following:

1. On the *Exchange Visitor Information* screen (Exhibit 24), click the **Reprint DS-2019** link on the **Actions** menu (left side of screen). The *Reprint DS-2019* screen displays.
2. Select **Other** as the reason for reprinting the Form.
3. Enter the following information in the **If Other, Please Comment** text box, "Academic Training (mm/dd/yyyy—mm/dd/yyyy)".

**Note:** This text will print in the Purpose of This Form section of the EV's Form DS-2019.

4. Optional comments may be entered in the **Remarks** text box.
5. Click the **Reprint DS-2019** button. A message displays stating that the update has been successful (the reason for reprinting the Form has been saved to SEVIS).
6. Click the **Print Final DS-2019** button. A new browser window opens and the Form DS-2019 displays using the Adobe Acrobat from which a copy of the Form may be sent to a designated printer.

**Note:** During the launch of Adobe Acrobat, a *File Download* window may display. To prevent this window from displaying in the future, click in the box next to **always ask before opening this type of file** to remove the check mark. Click the **Open** button to view the Form DS-2019.

7. When the Form DS-2019 displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages of the Form.
8. Click the **Print**  button on the Adobe Acrobat toolbar. The *Print* window displays.
9. Ensure the name of the printer in the **Name** field is the printer from which the Form should print. If it does not show the correct printer, click the down arrow to the right of the field and select the correct printer.
10. Click **OK** and the Form DS-2019 will be printed on the designated printer.
11. Click the **Close** (X) button on the *Adobe Acrobat* window to close the window.

**Note:** The Form DS-2019 must be signed in **blue** ink by the RO or ARO whose name is printed on the Form.

**Note:** If an EV is subject to the Two-Year Home-Country Physical-Presence requirement (Section 212(e) of the Immigration and Nationality Act and PL-94-484, as amended), the appropriate boxes will be checked in the section below Section 8 on the printed Form DS-2019.

#### **2.7.1.10 Shorten Program for Exchange Visitor (EV in Active Status)**

The Shorten Program for EV option is available when an EV is in Active status. The option is used to reduce the length of the EV's program by changing the program end date. For example, an EV's duration of program participation was originally scheduled to last 36 months. However, the funding for that program has been cut and the program will last only 24 months. Use the Shorten Program for EV option to change the EV's program end date.

To shorten an EV's program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Shorten Program for EV** link to access the *Shorten Program for EV* screen, which displays summary data for the selected EV.
3. On the *Shorten Program for EV* screen, change the program end date.
4. Enter an explanation for the date change in the **Remarks** text box; this is a required field.
5. Click the **Shorten Program for EV** button to save the information to SEVIS. A message displays stating that the information has been saved.
6. On the message screen, click the **Print Final DS-2019** button to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, *Print a Draft or Final Form DS-2019*, for printing instructions.)

**Note:** The following will print in the **Purpose of this form** field on the new Form DS-2019, "Amend a Previous Form: Shorten Program."

#### **2.7.1.11 Terminate Exchange Visitor (EV in Active or Inactive Status)**

This option is available for EVs whose SEVIS status is either Active or Inactive. Termination has an **adverse**, or **negative**, affect on the EV's record (and on the record of each dependent of the EV). Terminated EVs have no benefits and cannot apply for an extension, reinstatement, or change of category. EVs who are terminated, and all dependents, must leave the United States immediately.

Termination reasons are the following:

- Conviction of a crime
- Disciplinary action
- Engaging in unauthorized employment
- Failure to pursue EV program activities
- Failure to submit change of current address within 10 days
- Failure to maintain a full-time course of study (22 CFR 62.45(d)(6))
- Failure to maintain health insurance
- Involuntary suspension (22 CFR 62.45(b)(3))
- Other
- Violation of Exchange Visitor Program regulation
- Violation of sponsor rules governing the program

To terminate an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV who is being terminated (perform a search for the record or use the **EV Lists** link).

- Click the **Terminate EV** link on the **Actions** menu. Exhibit 32, Terminate EV Screen, is an example of the screen that displays.

### Exhibit 32: Terminate EV Screen

U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System SEVIS

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### Terminate EV

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000103699  
Family Name: Nile  
First Name: Harley  
Suffix:  
Gender: MALE  
Date of Birth: 06/14/1970  
City of Birth: Bigtown  
Country of Birth: BAHAMAS, THE  
Country of Citizenship: BAHAMAS, THE  
Country of Legal Permanent Residence: BAHAMAS, THE  
Status: ACTIVE  
Active/Initial Dependent Count: 0  
Program Number: P-4-00791  
Program Sponsor: Sunnydale School  
Position: I15 - PROFESSIONALS AND SCIENTISTS IN CENTRAL GOVERNMENT  
Category: RESEARCH SCHOLAR  
Subject/Field Description: Environmental Biology (NEW)  
Subject/Field Remarks: Test.  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 04/01/2006  
Program End Date: 12/31/2007  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foli Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Termination Reason: Select One  
\*Other: (required if Other is selected above.)  
2. \* Effective Termination Date: (MM/DD/YYYY)  
3. Remarks

Terminate EV Reset Values Cancel

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- Select the reason for termination from the drop-down list. If **Other** is selected, enter an explanation in the text box provided.
- Enter the effective date of the termination.
- Enter optional comments in the **Remarks** text box.
- Click the **Terminate EV** button to complete the process. The EV and dependents, if any, will be terminated on the effective termination date entered on the *Terminate EV* screen.

**Note:** When terminated, the EV's program end date will not change; it will always reflect the original intention of the program.

## **2.7.2 Edits Menu—Active Status**

The links on the **Edits** menu provide access to the following options:

- Biographical Information
- Dependents
- Financial Information
- Site of Activity
- Subject/Field

The following sections provide detailed instructions for these options.

### **2.7.2.1 Edit Biographical Information and U.S. Address (EV in Active Status)**

The *Biographical Information* screen displays the biographical information for the selected EV. It includes the following fields:


- Family Name
- First Name
- Middle Name (optional)
- Suffix (optional)
- Date of Birth
- Gender
- City of Birth
- Country of Birth
- Country of Citizenship
- Country of Legal Permanent Residence
- Position
- Social Security Number (optional)
- Driver's License Number (optional)
- Driver's License Issue State (optional)
- Individual Taxpayer ID Number (optional)
- Current U.S. Address (where the EV resides in the United States)
- Foreign Address (optional)
- Remarks (optional)

**Note:** The optional fields may be completed to assist the RO or ARO administer the program.


To edit an EV's biographical data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose personal data are being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Biographical Information** link on the **Edits** menu. Exhibit 33, Biographical Information Screen, is an example of the screen that displays.

### Exhibit 33: Biographical Information Screen



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Hansel University  
P-1-01131

**Biographical Information**  
Required fields are marked with an asterisk(\*).

SEVIS ID: N0000107901  
Family Name: Houtz  
First Name: Amelia  
Suffix:  
Gender: FEMALE  
Date of Birth: 06/22/1985  
City of Birth: Munich  
Country of Birth: GERMANY  
Country of Citizenship: GERMANY  
Country of Legal Permanent Residence: GERMANY  
Status: ACTIVE  
Active/Initial Dependent Count: 0  
Program Number: P-1-01131  
Program Sponsor: Hansel University  
Position: 215 - UNIVERSITY UNDERGRADUATE STUDENTS  
Category: STUDENT ASSOCIATE  
Subject/Field Description: Computer Software and Media Applications, Other (NEW)  
Subject/Field Remarks: None at this time.  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 08/16/2006  
Program End Date: 05/30/2010  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Family Name: Houtz

2. First Name: Amelia

3. Middle Name:

4. Suffix: Select One

5. \* Date of Birth: 06/22/1985 (MM/DD/YYYY)

6. \* Gender: Male Female

7. \* City of Birth: Munich

8. \* Country of Birth: GERMANY

If the United States or a U.S. territory is chosen, select one of the following:

9. \* Country of Citizenship: GERMANY

10. \* Country of Legal Permanent Residence: GERMANY

11. \* Position: 215 - UNIVERSITY UNDERGRADUATE STUDENTS

12. Social Security Number:

13. Driver's License Number:

14. Driver's License Issue State:

15. Individual Taxpayer ID Number:

16. Current U.S. Address:

\* Address 1: 9765 Valley Drive

Address 2:

\* City: Nottingham

\* State: VERMONT

\* Zip Code: 20001 -

17. Foreign Address:

Address 1:

Address 2:

City:

Country: Select One

Province/Territory:

Postal Code:

18. Remarks:

Update Information

Reset Values

Cancel

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3. Below is a list with a brief description or explanation for each section/field on this screen. An asterisk (\*) precedes the fields that must be completed. Some of these fields and sections contain text boxes, drop-down lists, radio buttons, and command buttons. To complete this screen, enter the following data:

Field/Section	Description/Explanation
* <b>1. Family Name</b>	Enter the surname or last name of the EV. If the person has only one name, enter it in this field. <b>Note:</b> The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>2. First Name</b>	Enter the first name of the EV. This field may be left blank if the person has only one name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>3. Middle Name</b>	Enter the middle name of the EV. This field may be left blank if this person has no middle name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>4. Suffix</b>	Select a title, such as Junior, that may display at the end of a person's name.
* <b>5. Date of Birth</b>	Enter the EV's date of birth in MM/DD/YYYY format.
* <b>6. Gender</b>	Select the EV's gender, <b>male</b> or <b>female</b> .
* <b>7. City of Birth</b>	Enter the unabbreviated name of the city where the person was born.
* <b>8. Country of Birth</b>	Select the name of the country in which the person was born. <b>Note:</b> United States may be selected as the country of birth if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the <b>Country of Birth</b> field. 2. Select an option from the <b>If the United States or U.S. Territory is chosen...</b> drop-down list.



Field/Section	Description/Explanation
	<p><b>Note:</b> Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, an EV's personal or program information may not be created or updated as follows:</p> <ul style="list-style-type: none"> <li>• If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.</li> <li>• If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.</li> </ul>
<p>* <b>9. Country of Citizenship</b></p>	<p>Select the name of the country in which the EV maintains citizenship.</p> <p><b>Note:</b> Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows:</p> <ul style="list-style-type: none"> <li>• If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.</li> <li>• If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.</li> </ul>
<p>* <b>10. Country of Legal Permanent Residence</b></p>	<p>Select the name of the country in which the EV is an LPR. For most EV applicants, the Country of Legal Permanent Residence will be the same as the Country of Citizenship. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy</p>

Field/Section	Description/Explanation
	on a 1-year contract, and applying for a J visa from Italy, would <b>not</b> be considered an LPR of Italy.
* <b>11. Position</b>	Select an option from the list that most closely matches the EV's position in his or her home country.
<b>12. Social Security Number</b>	Enter the EV's Social Security number. Completion of this field is optional.
<b>13. Driver's License Number</b>	Enter the EV's driver's license number assigned by the state that issued the license. Completion of this field is optional.
<b>14. Driver's License Issue State</b>	Select from the drop-down list the state that issued the driver's license to the EV, if applicable. Completion of this field is optional.
<b>15. Individual Taxpayer ID Number</b>	Enter the taxpayer ID for an EV who is employed or has such an ID. Completion of this field is optional.
* <b>16. Current U.S. Address</b>	<p>Sponsors are required to enter the actual and current U.S. address of all participants into SEVIS (see 22 CFR 62.70(b)). When data are first entered for an EV applicant who has not yet entered the country, Current U.S. Address will be the address where he or she expects to reside, if known. Otherwise, it can be the address of the program sponsor. When the EV enters the country and is validated, however, his or her current U.S. address (where the EV will reside) <b>must</b> be entered, if different from the one originally used. Please note, it is the EV's primary site of activity address that prints on the Form DS-2019.</p> <p><b>Note:</b> When entering data for Secondary Students (high school students), enter the host family name in the <b>Address 1</b> field and enter the street address for the residence in the <b>Address 2</b> field. For an Au Pair, enter the host family's address.</p>
<b>17. Foreign Address</b>	Enter the person's foreign address. Completion of these fields is optional.
<b>18. Remarks</b>	Enter optional comments.

4. Click the **Update Information** button to save the changes to SEVIS. A message displays stating that the information has been saved.
5. Click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

### 2.7.2.2 Dependents (EV in Active Status)

When the EV is in Active status, the *Exchange Visitor Dependent Menu* screen displays summary data for the selected EV, and the **Add Dependent** link. If an EV's spouse wishes to join him or her in the United States, or if the EV has had a baby, the dependent's information must be added to the EV's SEVIS record. See Section 2.5.3, Complete Page 3 of the Form DS-2019—Dependent Information, for instructions on adding dependents to an EV record.

If dependents have been added to the EV's record and the EV is in Active status, the *Exchange Visitor Dependent* screen lists the dependents by SEVIS ID, family and first names, relationship, and gender. For a given dependent, click his or her SEVIS ID (for example, **N1234567890**) to see the complete record for both the dependent and EV. Click one of the following links for the selected dependent:

- **Edit** to modify the dependent's record (See Section 2.6.2.3.3, Edit Dependent Data (EV in Draft or Initial Status), for instructions on editing dependent data.)
- **Terminate** to terminate the dependent's record (See Section 2.7.2.2.1, Terminate Dependent (EV in Active, Inactive, or Transfer Status), for instructions on how to terminate a dependent.)
- **End Status** to end the dependent's status (See Section 2.7.2.2.2, End Status of Dependent (EV in Active or Transfer Status), for instructions on how to end the status of a dependent.)
- **Reprint DS-2019** to reprint the Form DS-2019 (See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.)
- **No Show** to indicate that the dependent is not with the EV and will not be joining the EV (See Section 2.6.2.3.5, No Show—Dependent, for an explanation of No Show and instructions on how to change the dependent's status to No Show.)

#### 2.7.2.2.1 TERMINATE DEPENDENT (EV IN ACTIVE, INACTIVE, OR TRANSFER STATUS)

In SEVIS, termination implies a change from Active or valid program status prior to the EV's program completion. Termination has an **adverse**, or **negative**, affect on the dependent's record. Terminating a dependent has no affect on the EV's record.

The status of a dependent may be terminated prior to the end of the EV's program for the following reasons:

- Child over 21—**Do not** select this option. This option will be removed in a later release of SEVIS.
- Conviction of a crime
- Other
- Unauthorized employment

A dependent may be terminated without terminating an EV. To terminate a dependent, perform the following:

1. Access the record for the dependent who is being terminated (perform a search for the record or use the **EV Lists** link).
2. On the *Exchange Visitor Information—Dependent Information* screen, click the **Terminate** link on the **Actions** menu. Exhibit 34, Terminate Dependent Screen, is an example of the screen that displays. It contains summary data for the EV and the dependent.

## Exhibit 34: Terminate Dependent Screen

U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System		SEVIS	
<a href="#">Main</a>   <a href="#">Listing of Schools</a>   <a href="#">Listing of Programs</a>   <a href="#">Help</a>   <a href="#">Tutorial</a>   <a href="#">Logout</a>					
<a href="#">Get Adobe Reader</a>					
<b>Sunnydale School</b> Program Number: P-4-00791					
<b>Terminate Dependent</b> Required fields are marked with an asterisk (*).					
<b>Exchange Visitor Information</b>					
SEVIS ID: N0000100361					
Family Name: Doe					
First Name: Jane					
Suffix:					
Gender: FEMALE					
Date of Birth: 01/01/1980					
City of Birth: Smalltown					
Country of Birth: YEMAN (SANAA)					
Country of Citizenship: YEMEN					
Country of Legal Permanent Residence: YEMEN					
Status: ACTIVE					
Active/Initial Dependent Count: 1					
Program Number: P-4-00791					
Program Sponsor: Sunnydale School					
Position: 242 - SPECIAL SCHOOL, INSTITUTE, OR VOCATIONAL TEACHER OR STAFF					
Category: RESEARCH SCHOLAR					
Subject/Field Description: Education/Teaching of Individuals with Specific Learning Disabilities					
Subject/Field Remarks: Test.					
Initial Program Begin Date:					
IAP-66 Number:					
Program Begin Date: 02/27/2006					
Program End Date: 12/31/2007					
Reinstatement Program Begin Date:					
Previous Program End Date:					
Visa Type: J-1					
Passport Number:					
Visa Foil Number:					
Visa Issue Date:					
Visa Issue Post:					
Port of Entry:					
Date of Entry:					
I-94/Admission Number:					
Port of Departure:					
Date of Departure:					
<b>Dependent Information</b>					
SEVIS ID: N0000100362					
Family Name: Doe					
First Name: Harry					
Middle Name:					
Suffix:					
Gender: MALE					
Date of Birth: 06/20/1975					
City of Birth: Hugacity					
Country of Birth: YEMAN (SANAA)					
Country of Citizenship: YEMEN					
Country of Legal Permanent Residence: YEMEN					
Status: ACTIVE					
Relationship: SPOUSE					
Visa Type: J-2					
Passport Number:					
Visa Foil Number:					
Visa Issue Date:					
Visa Issue Post:					
Port of Entry:					
Date of Entry:					
I-94/Admission Number:					
Port of Departure:					
Date of Departure:					
1. *Termination Reason:					
*Other: (required if Other is selected above.)					
2. *Effective Termination Date:					
(MM/DD/YYYY)					
3. Termination Comment:					
<a href="#">Reset Values</a> <a href="#">Terminate Dependent</a> <a href="#">Cancel</a>					
08/30/2006 (Wednesday)					

3. Select a termination reason from the drop-down list. If **Other** is selected, enter an explanation in the text box provided.
4. Enter the effective date of termination.
5. Enter optional comments in the **Termination Comment** text box.
6. Click the **Terminate Dependent** button to complete the process. The dependent will be terminated on the effective termination date entered on the *Terminate Dependent* screen.


#### **2.7.2.2.2 END STATUS OF DEPENDENT (EV IN ACTIVE OR TRANSFER STATUS)**

The status of a dependent may be ended prior to the end of the EV's program for reasons such as death and divorce.


To end the status of a dependent, perform the following:

1. Access the record for the dependent whose status is being ended (perform a search for the record or use the **EV Lists** link).
2. On the *Exchange Visitor Information—Dependent Information* screen, click the **End Status** link on the **Actions** menu. Exhibit 35, Dependent End of Status Screen, is an example of the screen that displays. It contains summary data for the EV and the dependent.

## Exhibit 35: Dependent End of Status Screen



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**Whispering Pines Institute**  
Program Number: P-1-00468

**Dependent End of Status**  
Required fields are marked with an asterisk (\*).  
**Exchange Visitor Information**  
SEVIS ID: N0000107879  
Family Name: **Cornelius**  
First Name: **Ranier**  
Suffix:  
Gender: **MALE**  
Date of Birth: **07/10/1958**  
City of Birth: **Santiago**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **ACTIVE**  
Active/Initial Dependent Count: **1**  
Program Number: **P-1-00468**  
Program Sponsor: **Whispering Pines Institute**  
Position: **134 - CIVIL SERVICE EMPLOYEE IN CITY OR TOWN GOVERNMENT**  
Category: **SPECIALIST**  
Subject/Field Description: **Business, Management, Marketing, and Related Support Services, Other**  
Subject/Field Remarks: **None.**  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: **09/01/2006**  
Program End Date: **08/31/2007**  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: **J-1**  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:  
**Dependent Information**  
SEVIS ID: N0000107880  
Family Name: **Cornelius**  
First Name: **Natasha**  
Middle Name:  
Suffix:  
Gender: **FEMALE**  
Date of Birth: **02/28/1963**  
City of Birth: **Madrid**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **ACTIVE**  
Relationship: **SPOUSE**  
Visa Type: **J-2**  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:  
1. \*End of Status Reason: 

\*Other: (required if Other is selected above.)   
2. End of Status Comment: 

Reset Values

End Status

Cancel

08/30/2006 (Wednesday)

3. Select an end of status reason from the drop-down list. If **Other** is selected, enter an explanation in the text box provided.
4. Enter optional comments in the **End of Status Comment** text box.

5. Click the **End Status** button to complete the process. The *Exchange Visitor Dependents Menu* screen displays. Notice that the dependent's status has changed to Inactive.

### **2.7.2.3      *Edit Financial Information (EV in Active Status)***

Existing financial information for the selected EV displays on the *Edit Financial Information* screen, where it may be updated.

**Note:** Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.

To edit the financial information, perform the following:

1. Access the record for the EV whose financial information is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Financial Information** link on the **Edits** menu to display the *Edit Financial Information* screen.
3. Make the necessary changes to the data. See Section 2.5.4, Complete Page 4 of the Form DS-2019—Financial Information, for details regarding the fields and sections on the *Edit Financial Information* screen.

**Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest whole dollar (for example, \$15,678.49 should be entered as 15678).

4. Click the **Update Information** button to complete the process. A message displays stating that the data have been successfully updated in SEVIS.
5. On the message screen, click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.7, Signature on SEVIS Form DS-2019, for information about signing the EV's Form.

### **2.7.2.4      *Site of Activity for EV (EV in Active Status)***

The *Exchange Visitor Information* screen displays summary data for the selected EV and a list of the site(s) of activity for the EV. Using this screen, sites of activity may be added and/or edited, and the primary site of activity for an EV may be changed. These functions are described in the following sections.

#### **2.7.2.4.1      *EDIT SITE OF ACTIVITY (EV IN ACTIVE OR TRANSFER STATUS)***

To edit the data for an existing site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose site of activity information is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays. It contains summary data for the EV and the existing site(s) of activity



3. Near the bottom of the screen, click the **Edit** link to the right of the address for the site of activity to update. Exhibit 36, Exchange Visitor Information Screen—Edit Site of Activity, is an example of the screen that displays.

### **Exhibit 36: Exchange Visitor Information Screen—Edit Site of Activity**

The screenshot shows the SEVIS 'Edit Site of Activity' screen. At the top, there is a header with the U.S. Immigration and Customs Enforcement (ICE) logo, the text 'Student & Exchange Visitor Information System', and the 'SEVIS' logo. Below the header is a navigation bar with links: 'Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout'. A 'Get Adobe Reader' link is also present. The main content area is titled 'Whispering Pines Institute' with 'Program Number: P-1-00468'. Below this is a section for 'Exchange Visitor Information' containing fields for SEVIS ID, Family Name, First Name, Suffix, Gender, Date of Birth, City of Birth, Country of Birth, Country of Citizenship, Country of Legal Permanent Residence, Status, Active/Initial Dependent Count, Program Number, Program Sponsor, Position, Category, Subject/Field Description, Subject/Field Remarks, Initial Program Begin Date, IAP-66 Number, Program Begin Date, Program End Date, Reinstatement Program Begin Date, Previous Program End Date, Visa Type, Passport Number, Visa Foil Number, Visa Issue Date, Visa Issue Post, Port of Entry, Date of Entry, I-94/Admission Number, Port of Departure, and Date of Departure. Below this is the 'Edit Site of Activity' section, which includes a note 'Required fields are marked with an asterisk (\*)'. It contains three numbered sections: 1. 'Site of Activity' with a text box containing 'Whispering Pines Institute'; 2. 'Site of Activity Address' with fields for Address 1, Address 2, City, State (a dropdown menu), and Zip Code; 3. 'Remarks' with a text box. At the bottom of the form are three buttons: 'Update Site of Activity', 'Reset Values', and 'Cancel'. The footer of the screen displays the date '08/30/2006 (Wednesday)'.

U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout Get Adobe Reader

**Whispering Pines Institute**  
Program Number: P-1-00468

**Exchange Visitor Information**

SEVIS ID: N000000001  
Family Name: Martinez  
First Name: Damien  
Suffix:  
Gender: MALE  
Date of Birth: 12/20/1980  
City of Birth: anytown  
Country of Birth: SPAIN  
Country of Citizenship: SPAIN  
Country of Legal Permanent Residence: SPAIN  
Status: ACTIVE  
Active/Initial Dependent Count: 0  
Program Number: P-1-00468  
Program Sponsor: Whispering Pines Institute  
Position: 613 - ELECTRONIC MEDIA TECHNICIAN  
Category: TRAINEE (SPECIALTY)  
Subject/Field Description: Journalism, Other  
Subject/Field Remarks: Test  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 09/20/2005  
Program End Date: 08/30/2006  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

**Edit Site of Activity**  
Required fields are marked with an asterisk (\*).

1. \* Site of Activity: Whispering Pines Institute

2. Site of Activity Address:  
\* Address 1: 123 Main St.  
Address 2:  
\* City: Fairfax  
\* State: VIRGINIA  
\* Zip Code: 20108 -

3. Remarks:

Update Site of Activity Reset Values Cancel

08/30/2006 (Wednesday)

4. Edit the **Site of Activity** field and/or the **Site of Activity Address** section, as necessary.
5. Enter optional comments in the **Remarks** text box.
6. Click the **Update Site of Activity** button to complete the process. A message displays stating that the record has been updated successfully.

7. If data for the primary site of activity have been updated, click the **Print Final DS-2019** button on the message screen to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)

**Note:** The address that prints in the **U.S. Address** field on the Form DS-2019 is the EV's primary site of activity address.

#### **2.7.2.4.2 ADD SITE OF ACTIVITY (EV IN ACTIVE STATUS)**

EVs must have at least one site of activity, and may have multiple sites of activity. To add another site of activity to the EV's record, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays. It contains summary data for the EV and information for the existing site of activity.
3. Click the **Add Site of Activity** link near the bottom of the screen. The *Add Site of Activity* screen displays.
4. Enter the place where the EV will participate in his or her program (**Site of Activity**) and the site address. Do not include post office box numbers in this address. For an Au Pair, enter the host family's address. For Secondary Students (high school students), enter the host family name in the **Address 1** field and enter the street address for the residence in the **Address 2** field.
5. Enter optional comments in the **Remarks** text box.
6. Click the **Add Site of Activity** button to complete the process. A message displays stating that the site of activity has been added.
7. If data for the primary site of activity have been updated, click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

**Note:** The address that prints in the **U.S. Address** field on the Form DS-2019 is the EV's primary site of activity address. If the primary site of activity has not changed, there is no need to print the Form DS-2019.

#### **2.7.2.4.3 CHANGE PRIMARY SITE OF ACTIVITY (EV IN ACTIVE STATUS)**

The U.S. address that prints on the EV's Form DS-2019 is the primary site of activity address. To change the EV's primary site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays.
3. Click the radio button to the left of the primary site of activity.

4. Click the **Change Primary Site of Activity** button. A message displays stating that the primary site of activity has been changed.
5. Click the **Print Final DS-2019** button to print a new copy of the Form, sign it in **blue** ink and provide it to the EV and dependents, if any. Otherwise, click the **Return to Exchange Visitor** button to return to the *Exchange Visitor Information* screen.

#### **2.7.2.5 Edit Subject/Field (EV in Active Status)**

The subject/field of study for an EV may be updated. However, under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows:

- If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.
- If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.

To update these data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose subject/field of study is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Subject/Field** link on the **Edits** menu. Exhibit 37, Subject/Field Screen, is an example of the screen that displays. It contains summary data for the selected EV, including the current Subject/Field description.

## Exhibit 37: Subject/Field Screen

The screenshot shows the SEVIS Subject/Field screen for a program at Whispering Pines Institute. The header includes the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the SEVIS logo. The navigation bar contains links: Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout. The user is logged in as fqt-app1. The screen title is "Whispering Pines Institute" with ID "P-1-00468".

**Subject/Field**  
Required fields are marked with an asterisk(\*).

SEVIS ID: N000009001  
Family Name: Martinez  
First Name: Damien  
Suffix:  
Gender: MALE  
Date of Birth: 12/20/1980  
City of Birth: anytown  
Country of Birth: SPAIN  
Country of Citizenship: SPAIN  
Country of Legal Permanent Residence: SPAIN  
Status: ACTIVE  
Active/Initial Dependent Count: 0  
Program Number: P-1-00468  
Program Sponsor: Whispering Pines Institute  
Position: 613 - ELECTRONIC MEDIA TECHNICIAN  
Category: TRAINEE (SPECIALTY)  
Subject/Field Description: Journalism, Other  
Subject/Field Remarks: Test  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 09/20/2005  
Program End Date: 08/30/2006  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Subject/Field Description: Journalism, Other   
2. \* Subject/Field Remarks: The text may be truncated on the printed Form DS-2019 if it is longer than the available space. However, you will be able to view the entire text in SEVIS.  
Test  
3. \* Comment:

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3. Click the **Select** button to the right of the **Subject/Field Description** label. The *Select Subject Code* screen displays.
4. On the right side of the **Category** field, click the down arrow and select a category.
5. Click the **Search** button to display the *List of Subject Codes* screen (Exhibit 23).
6. Find the subject that most closely matches the EV's field of study and click its code at the left end of the row. The system automatically returns to the *Subject/Field* screen, and the new subject/field of study displays on the screen.
7. Enter additional information about the EV's program in the **Subject/Field Remarks** text box; this is a required field. Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in field 5 on the Form DS-2019. Exhibit 14 is an example of how the text may print when hard returns are used.

**Note:** The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text may be viewed in SEVIS.

8. Enter comments regarding the update in the **Comment** text box, or enter “None”; this is a required field.
9. Click the **Update Subject/Field** button to complete the process.
10. Click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

### **2.7.3 Transfer Menu—EV in Active Status**

The only valid transfer option is SEVIS to SEVIS. The **SEVIS to SEVIS Transfer** link is used to transfer an EV from a program to another active SEVIS program. The procedure for transferring an EV out of a program is detailed below. See Section 2.9, Transfer Procedures for Receiving Program, for the procedures to complete the transfer of an EV into your program.

**Note:** An EV may only be transferred to a SEVIS program that is designated for the category in which the EV is currently participating.

#### **2.7.3.1 Transfer an Exchange Visitor (EV in Active Status)**

To transfer an EV to another program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV who is being transferred (perform a search for the record or use the **EV Lists** link).
2. Click the **SEVIS to SEVIS Transfer** link on the **Transfer** menu. Exhibit 38, SEVIS to SEVIS—Exchange Visitor Transfer Screen, is an example of the screen that displays.

## Exhibit 38: SEVIS to SEVIS—Exchange Visitor Transfer Screen

**Sunnydale School**  
Program Number: P-4-00791

**SEVIS to SEVIS - Exchange Visitor Transfer**  
Required fields are marked with an asterisk (\*).

SEVIS ID: N0000100361  
Family Name: Doe  
First Name: Jane  
Suffix:  
Gender: FEMALE  
Date of Birth: 01/01/1980  
City of Birth: Smalltown  
Country of Birth: YEMAN (SANAA)  
Country of Citizenship: YEMEN  
Country of Legal Permanent Residence: YEMEN  
Status: ACTIVE  
Active/Initial Dependent Count: 1  
Program Number: P-4-00791  
Program Sponsor: Sunnydale School  
Position: 242 - SPECIAL SCHOOL, INSTITUTE, OR VOCATIONAL TEACHER OR STAFF  
Category: RESEARCH SCHOLAR  
Subject/Field Description: Education/Teaching of Individuals with Specific Learning Disabilities  
Subject/Field Remarks: Test.  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 02/27/2006  
Program End Date: 12/31/2007  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Effective Date of Transfer: (MM/DD/YYYY)  
2. \* Receiving Program Sponsor Number: (X-X-XXXXX)

**Validate Transfer** **Reset Values** **Cancel**

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3. Enter the effective date of transfer; the date on which the EV will become the responsibility of the receiving sponsor.  
**Note:** This date should be discussed and agreed upon with the RO or ARO at the receiving program. If the effective date of transfer falls on a weekend or holiday when the receiving sponsor is not available to validate the record, the EV's record will become inactive and the receiving sponsor will **not** be able to validate the record.
4. In the **Receiving Program Sponsor Number** field, enter the program ID for the program to which the EV is transferring. (Contact the receiving program to obtain this number.)
5. Click the **Validate Transfer** button. The system displays a screen containing the name of the program sponsor whose program ID was entered.
6. Ensure this is the program the EV is transferring to and click the **Approve Transfer** button. If it is not the correct program sponsor, click the **Cancel** button and repeat Steps 4 through 6.
7. On the transfer approved message screen, click the **View Exchange Visitor** button to return to the transferring EV's record. The EV's status will remain Active until the effective date

of transfer. His or her status will change to Transferred on the effective date of transfer listed in SEVIS.

**Note:** If your program is expecting to receive a transfer EV from another SEVIS program, that EV's name will appear on the *Transferred Status Exchange Visitors and Dependents* EV list with the status of Transferred once the effective date of transfer arrives. Search the list for the transferred EV at that time and proceed to update the EV's SEVIS record and validate his or her program participation.

### **2.7.3.2 Cancel Transfer Request (EV in Active Status)**

Prior to an EV's effective date of transfer, an RO or ARO for the program that the EV is transferring from may cancel the transfer request for either of the following reasons:

- Following the submission of a transfer request, the EV decides not to transfer
- The effective date of transfer that was entered on the transfer request in SEVIS must be changed

To cancel an EV's request to transfer, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose transfer request is being canceled (perform a search for the record or use the **EV Lists** link).

**WARNING:** Be sure this is the correct request to cancel. The transfer request will be canceled immediately.

2. Click the **Cancel Transfer** link on the **Transfer** menu. A message displays stating that the request has been canceled.
3. Click the **Return to Exchange Visitor** button to view the EV's record.

**Note:** The RO at the transferring-in program will receive email notification that the EV's transfer request has been canceled.

## **2.8 Exchange Visitor Information Screen—Inactive Status**

The **Actions** menu may contain the following options when an EV's SEVIS record is in Inactive status:

- Correct Minor or Technical Infraction
- Reinstatement Request
- G-7 Reinstatement
- Cancel Reinstatement Request
- Terminate EV

The following sections contain detailed instructions for each of these options.

### **2.8.1 Correct Minor or Technical Infraction (EV in Inactive Status)**

The Correct Minor or Technical Infraction option provides the capability to correct a minor or technical infraction of the regulations for a J-1 within the first 120 days of the infraction. When

the EV is in Inactive status, the only technical infraction option available is, “Failure to extend a Form DS-2019 in a timely manner (failure to extend program).”

If the EV does not obtain a program extension within the maximum duration before his or her status changed to Inactive, you have the authority to extend the EV’s program using the Correct Minor or Technical Infraction option. The extension may occur if it is less than 121 days after the EV’s status changed to Inactive. However, when the current date is between 121 days and 270 days after the EV’s status changed to Inactive, you may submit a request for reinstatement to DoS for review and approval. See Section 2.8.2, Reinstatement Request (EV in Inactive Status), for details.

**Note:** The Correct Minor or Technical Infraction option is not available if the EV has already reached the maximum duration of participation for his or her program.

To correct a minor or technical infraction, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose correct a minor or technical infraction request is being processed (perform a search for the record or use the **EV Lists** link).
2. Click the **Correct Minor or Technical Infraction** link on the **Actions** menu. The *Correct Minor or Technical Infraction* screen displays (see Exhibit 27).
3. Select the reason for the infraction from the drop-down list; this is a required field.
4. Enter the new program end date; this is a required field.  
**Note:** The date should be later than today’s date.
5. Enter an explanation in the Remarks text box; this is a required field.
6. To complete the process, click the **Correct Minor or Technical Infraction** button. A message displays stating that the EV’s record has been successfully updated.  
**Note:** This process sets the EV’s status back to Active.
7. On the message screen, click the **Return to Exchange Visitor** button to display the *Exchange Visitor Information* screen.
8. Click the **Reprint DS-2019** link to reprint the Form, sign it in blue ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft of Final Form DS-2019, for printing instructions.

## **2.8.2 Reinstatement Request (EV in Inactive Status)**

Use the Correct Minor or Technical Infraction process to change an EV from Inactive status to Active status as long as regulatory requirements are met and the process is used prior to 121 days after the EV’s status changed to Inactive.

When the current date is between 121 days and 270 days after the EV’s status changed to Inactive, you may submit a request for reinstatement to DoS for review and approval (22 CFR 62.45). Reinstatement cannot be requested when the current date is greater than 270 days after the status changed to Inactive. In that case, the EV is in Inactive status and the EV’s information cannot be updated.



To request reinstatement for an EV whose status has been Inactive for at least 121 days and not more than 270 days, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose reinstatement request is being submitted (perform a search for the record or use the **EV Lists** link).
2. Click the **Reinstatement Request** link on the **Actions** menu. The *Reinstatement Request* screen displays.
3. Enter the program end date, which must follow the DoS Maximum and Minimum Duration of Participation rules (see Attachment B).
4. Enter an explanation for the request in the **Remarks** text box; this is a required field.
5. Click the **Submit Reinstatement** button. A message displays stating that the request has been submitted to SEVIS. Read the message carefully; it provides additional information about the Reinstatement request.

**Note:** DoS will not begin to process this request until the non-refundable fee (22 CFR 62.90) and supporting documentation have been received. The request must be submitted via SEVIS and then followed up with supporting documentation that can include, but is not limited to, the following:

- Copies of all of the EV's Forms DS-2019 issued to date
  - Evidence that the SEVIS I-901 Fee has been paid (required by PL 104-208)
  - A written statement, and documentary information supporting the statement, declaring that the EV is pursuing or has at all times intended to pursue the original Exchange Visitor Program activity for which he or she was admitted to the United States
  - A written statement declaring that the EV failed to maintain valid program status due to circumstances beyond the control of the EV, or from administrative delay or oversight, unintentional, or excusable neglect on your part or the EV's part
- or**
- A written statement declaring that it would be an unusual hardship to the EV if DoS does not grant the reinstatement request and return the EV to valid program status

**Note:** If requesting to change the EV's status from Active to Initial, the SEVIS record will be locked while the request is being processed by DoS. Some of the options on the **Actions** and **Edits** menus will not be available until the request has been processed by DoS or canceled. Also, if DoS has not noted in SEVIS receipt of the fee and supporting documentation within 30 calendar days of submission of the request, the status of the EV and dependents, if any, will change to Invalid.

6. Remit the non-refundable fee, drawn on a bank or other institution located in the United States, and made payable in U.S. currency to the U.S. Department of State (22 CFR 62.90). This request will not be processed until the fee and supporting documentation have been

received by DoS. Submit the required fee, EV's full name and SEVIS ID, and supporting documentation to DoS. See Section 1.1 or Attachment A for the appropriate address.

DoS must review this request; the following outcomes are possible:

- **Reinstatement Request Approved**—The submitter of the request will receive email notification of the approval.  
  
**Note:** Following approval of the reinstatement request, an RO or ARO must print the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. Access the *Exchange Visitor Information* screen for the EV and click the **Reprint DS-2019** link. On the *Reprint DS-2019* screen, select the reprint reason "Reinstate an On-going program." (See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.)
- **Additional Information Required**—The submitter of this request will receive email notification and a mailed letter or fax indicating that additional information must be provided so that DoS may continue processing the request.
- **Reinstatement Request Denied**—The submitter of this request will receive notification via a mailed letter regarding the denial.

### **2.8.3 Reinstatement Request for G-7 Participants (EV in Inactive Status)**

When the current date is less than 271 days after the EV's program end date and the professor or research scholar's program is 5 years or longer, a G-7 reinstatement request can be submitted to DoS for review and approval (22 CFR 62.45). Reinstatement cannot be requested when the current date is greater than 270 days after the EV's program end date; in that case, the EV is in Inactive status and the EV's information cannot be updated.

To request reinstatement of an EV participating in a G-7 program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose reinstatement request is being submitted (perform a search for the record or use the **EV Lists** link).
2. Click the **G-7 Reinstatement** link on the **Actions** menu to display the *Visitor Eligibility* screen. This screen contains a reminder that the person must be eligible to participate in this type of program. If the person is not eligible, you can return to the previous screen and select a different category for the person, if available.
3. Review the information on the *Visitor Eligibility* screen and click the **Continue** button to display the *Reinstatement Request* screen.
4. Enter the program end date, which may be up to 5 years after the current program end date.
5. Enter an explanation for the request in the **Remarks** text box; this is a required field.
6. Click the **Submit Reinstatement** button. A message displays stating that the request is not complete. Read the message carefully; it provides additional information about the Reinstatement request.

**Note:** DoS will not begin to process this request until the non-refundable fee (22 CFR 62.90) and supporting documentation have been received. The request must be submitted via SEVIS and then followed up with supporting documentation that can include, but is not limited to, the following:

- Copies of all of the EV's Forms DS-2019 issued to date
- Evidence that the SEVIS I-901 Fee has been paid (required by PL 104-208)
- A written statement, and documentary information supporting the statement, declaring that the EV is pursuing or has at all times intended to pursue the original Exchange Visitor Program activity for which he or she was admitted to the United States
- A written statement declaring that the EV failed to maintain valid program status due to circumstances beyond the control of the EV, or from administrative delay or oversight, unintentional, or excusable neglect on your part or the EV's part  
*or*  
A written statement declaring that it would be an unusual hardship to the EV if DoS does not grant the reinstatement request and return the EV to valid program status

**Note:** If requesting to change the EV's status from Active to Initial, the SEVIS record will be locked while the request is being processed by DoS. Some of the options on the **Actions** and **Edits** menus will not be available until the request has been processed by DoS or canceled. Also, if DoS has not noted in SEVIS receipt of the fee and supporting documentation within 30 calendar days of submission of the request, the status of the EV and dependents, if any, will change to Invalid.

7. Remit the non-refundable fee, drawn on a bank or other institution located in the United States, and made payable to the U.S. Department of State (22 CFR 62.90). Submit the required fee, EV's full name and SEVIS ID, and supporting documentation to DoS. See Section 1.1 or Attachment A for the appropriate address.

**Note:** Sixty days after this request is submitted, the system will automatically cancel the reinstatement request if DoS has not noted in SEVIS the receipt of the fee and/or supporting documentation. The submitter of the request will receive email notification of this cancellation.

**Note:** The SEVIS record will be locked while the request is being processed by DoS. The EV's record cannot be updated until the request has been processed by DoS or canceled.

Once DoS reviews the reinstatement request, the following outcomes are possible:

- **Request Approved**—The submitter of the request will receive email notification of the approval, and must print an updated copy of the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.)

**Note:** If an error occurs when printing the Form DS-2019, the Reinstatement reprint reason is removed from the list of reprint reasons. Select the **Other** option and enter the following text in the **Remarks** field, “Reinstate an Ongoing Program”.

- **Additional Information Required**—The submitter of the request will receive email notification of the request for additional information. A letter from the DoS Office of Exchange Coordination and Designation identifying the areas that require additional information and/or documentation will be sent to the submitter of the request (either by fax or the U.S. Postal Service) in order for the review to continue.

**Note:** The response must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS the receipt of a response within 30 calendar days of the notification, the reinstatement request will automatically be canceled in SEVIS.

- **Request Denied**—If denied, DoS will mail notification to the program sponsor.

#### **2.8.4 Cancel Reinstatement Request (EV in Inactive Status)**

After a reinstatement request has been submitted to DoS for review, the request may be canceled before it is processed by DoS. This option can be used for both regular reinstatement requests and reinstatement requests for G-7 participants.

**Note:** This option is only available following the submission of a reinstatement request in SEVIS.

To cancel a reinstatement request, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose request is being canceled (perform a search for the record or use the **EV Lists** link).
2. Click the **Cancel Reinstatement** link on the **Actions** menu to display the *Cancel Reinstatement Request* screen.
3. Enter optional comments in the **Remarks** text box.
4. Click the **Cancel Reinstatement Request** button. The EV’s record will remain in Inactive status.

#### **2.8.5 Terminate Exchange Visitor (EV in Inactive Status)**

See Section 2.7.1.11, Terminate Exchange Visitor (EV in Active or Inactive Status), for instructions on terminating an EV or Section 2.7.2.2.1, Terminate Dependent (EV in Active, Inactive, or Transfer Status), for instructions on terminating a dependent separately from an EV.

### **2.9 Transfer Procedures for Receiving Program**

When an EV transfers to your program, his or her record in SEVIS must be updated and validated no later than 30 days after the effective date of transfer identified in SEVIS.

Validation of program participation requires the program sponsor to acknowledge that the EV has reported as required, and to collect the EV's current U.S. address (actual physical location where the EV will reside while in the United States) by updating the EV's record in SEVIS. Updating the EV's record and validation of program participation may take place at any time after the effective date of transfer. Failure to validate the transfer EV's program participation no later than 30 days past the effective date of transfer identified in SEVIS will result in SEVIS changing the EV's status to No Show.

**Note:** When your program is expecting to receive a transfer EV from another SEVIS program, that EV's name will display on the *All Exchange Visitors and Dependents* and the *Transferred Status Exchange Visitors and Dependents* EV lists after the effective date of transfer identified in SEVIS. This EV's status changes to Transferred once the effective date of transfer arrives.

Detailed instructions for completing the transfer process for an EV transferring into your program are contained in the following sections:

- 2.9.1 Transfer—Exchange Visitor Personal Information and U.S. Address
- 2.9.2 Transfer—Add Site of Activity
- 2.9.3 Transfer—Add Dependent/Edit Dependent Data
- 2.9.4 Transfer—Financial Information
- 2.9.5 Validate the EV's Program Participation

### **2.9.1 Transfer—Exchange Visitor Personal Information and U. S. Address**

When an EV transfers into your program, his or her Form DS-2019 must be updated in SEVIS before validating his or her program participation. To update the Form, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose personal information is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Edit DS-2019** link on the **Actions** menu to begin updating the EV's Form. Exhibit 39, Exchange Visitor Personal Information Screen for Transfer EV, is an example of the screen that displays.



Field/Section	Description/Explanation
	<b>Note:</b> The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>2. First Name</b>	If necessary, change the first name of the EV. This field may be left blank if the person has only one name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>3. Middle Name</b>	If necessary, change the middle name of the EV. This field may be left blank if the person has no middle name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>4. Suffix</b>	If necessary, change the title, such as Junior, that appears at the end of a person's name.
* <b>5. Date of Birth</b>	If necessary, change the EV's date of birth.
* <b>6. Gender</b>	If necessary, select the EV's gender, <b>male</b> or <b>female</b> .
* <b>7. City of Birth</b>	If necessary, change the unabbreviated name of the city where the EV was born.
* <b>8. Country of Birth</b>	If necessary, change the country in which the EV was born. <b>Note:</b> United States may be selected as the country of birth if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: <ol style="list-style-type: none"> <li>1. Complete the <b>Country of Birth</b> field.</li> <li>2. Select an option from the <b>If the United States or U.S. Territory is chosen...</b> drop-down list.</li> </ol> <b>Note:</b> Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows: <ul style="list-style-type: none"> <li>• If an EV's COB or COC is on the restricted country</li> </ul>

Field/Section	Description/Explanation
	<p>list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.</p> <ul style="list-style-type: none"> <li>If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.</li> </ul>
<p><b>* 9. Country of Citizenship</b></p>	<p>If necessary, change the country in which the EV maintains citizenship.</p> <p><b>Note:</b> Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows:</p> <ul style="list-style-type: none"> <li>If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.</li> <li>If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.</li> </ul>
<p><b>* 10. Country of Legal Permanent Residence</b></p>	<p>If necessary, change the country in which the EV is an LPR. For most EVs, the Country of Legal Permanent Residence will be the same as the Country of Citizenship. Some EVs, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would not be considered an LPR of Italy.</p>
<p><b>11. Social Security Number</b></p>	<p>Enter the EV's Social Security number. Completion of this field is optional.</p>
<p><b>12. Driver's License Number</b></p>	<p>Enter the EV's driver's license number assigned by the state that issued the license. Completion of this field is optional.</p>
<p><b>13. Driver's License Issue State</b></p>	<p>Select from the drop-down list the state that issued the driver's license to the EV, if applicable. Completion of this field is optional.</p>



Field/Section	Description/Explanation
<b>14. Individual Taxpayer ID Number</b>	Enter the taxpayer ID for an EV who is employed or has such an ID. Completion of this field is optional.
* <b>15. Position</b>	Select an option from the list that most closely matches the EV's position in his or her home country.
* <b>16. Exchange Visitor Category</b>	This field defaults to the category in which the EV has been approved to participate in while in the United States, and it cannot be changed.
* <b>17. Subject/Field Description</b>	<p>To change the current subject/field description, perform the following:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Select</b> button to display the <i>Select Subject Code</i> screen, and make a selection from the <i>Categories</i> drop-down list.</li> <li>2. Click the <b>Search</b> button to view the list of subjects/fields for the selected category. Find the subject that most closely matches the EV's field of study and click its code, at the left end of the row. The system will automatically return to the <i>New Exchange Visitor</i> screen and the final selection will be displayed.</li> <li>3. If necessary, click the <b>Clear</b> button to remove this Subject/Field code, and repeat Steps 1 and 2. This is a required field.</li> </ol> <p><b>Note:</b> Under Regulation 8 CFR 214.5, an EV from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight training or operations, or nuclear-related studies or training. Therefore, you may not create or update an EV's personal or program information as follows:</p> <ul style="list-style-type: none"> <li>• If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight training or operations, or nuclear-related studies or training.</li> <li>• If an EV's field of study is in aviation maintenance, flight training or operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.</li> </ul>

Field/Section	Description/Explanation
* <b>Subject/Field Remarks</b>	Enter additional comments regarding the EV's program while in the United States or enter " <b>None</b> ." Do not use hard returns (that is, do not press the <b>Enter</b> key) when entering text; doing so may make the text wrap and print in field 5 on the Form DS-2019. Exhibit 14 is an example of how the text may print when hard returns are used. <b>Note:</b> The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text may be viewed in SEVIS.
* <b>18. Current U.S. Address</b>	Enter the actual U.S. address where the EV will reside while in the United States. <b>Note:</b> When entering data for Secondary Students (high school students), enter the name of the host family in the <b>Address 1</b> field and enter the street address for this residence in the <b>Address 2</b> field. For an Au Pair, enter the host family's address.
<b>19. Foreign Address</b>	Enter the person's foreign address. Completion of these fields is optional.
<b>20. Creation Reason</b>	The only valid creation reason for a transfer EV is <b>Transferred</b> .
<b>21. Program Begin Date</b>	This field defaults to the EV's original program begin date and cannot be changed.
<b>22. Program End Date</b>	The date, determined by the program sponsor, on which an EV's program will end. The Program End Date cannot be changed at this time.

4. Click one of the following buttons:

<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Save Draft</b>	Click this button to save the data that have been entered.
<b>Next</b>	Click this button to automatically save the data entered and advance to the next page of the EV's Form DS-2019. If any fields and sections have not been completed or contain incorrect information, the system will display an error message indicating the error(s). Make the necessary corrections and click the <b>Next</b> button again.
<b>Print Draft DS-2019</b>	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. <b>Note:</b> It is recommended that you print a draft copy of the transfer Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

## **2.9.2 Transfer—Add Site of Activity**

Page 2 of the Form DS-2019, *Site of Activity Menu* (Exhibit 15), is used to collect program information for the EV. It provides a summary of the information entered for the EV, and an option for adding sites of activity. All EVs must have at least one site of activity.

To enter information about the EV's site of activity, perform the following:

1. Click the **Add Site of Activity** link in the lower-left part of the *Site of Activity Menu* screen. The system displays the *Exchange Visitor—Add Site of Activity* screen.
2. In the **Site of Activity** field, enter the name of the place where the EV will participate in his or her program.
3. In the **Site of Activity Address** fields, enter the physical location of the site. For an Au Pair, enter the host family's address. For Secondary Students (high school students), enter the host family name in the **Address 1** field and enter the street address for the residence in the **Address 2** field.

**Note:** Do not enter post office box numbers in this address.

4. Enter optional comments in the **Remarks** text box.
5. Click the **Add Site of Activity** button to save the data entered for this EV. The system displays the *Site of Activity Menu* screen. Summary information for the site that has been added will be included below the EV's personal information.

**Note:** Multiple sites of activity may be added for an EV; follow the procedures above to add more sites of activity.

6. If multiple sites of activity have been added to the EV's record, perform the following to change the primary site of activity:
  - a. Click the radio button to the left of the site that will be the primary site of activity for the EV.
  - b. Click the **Change Site of Activity** button, and a message will display stating that the primary site of activity has been changed.
  - c. Click **OK** and the *Site of Activity Menu* screen will display.
7. Click the **Next** button to advance to the next page of the Form.

**Note:** See Section 2.7.2.4.1, Edit Site of Activity (EV in Active Status or Transfer Status), for detailed instructions on how to edit an EV's site of activity.

## **2.9.3 Transfer—Add Dependent/Edit Dependent Data**

Page 3 of the Form DS-2019, *Exchange Visitor Dependent Menu* screen, contains summary information for the EV and dependents, if any. It also contains a link to add dependents. Procedures for both options are described in the next two sections.

**Note:** Only the data for the spouse and children of an EV coming to the United States on J-2 visas are entered into SEVIS. If the spouse and child dependents plan to enter the United States on other types of visas, do not enter their information in SEVIS.

### **2.9.3.1 Transfer—Add Dependent**

**Note:** If both a husband and wife are entering the United States on J-1 visas, add the dependent child's information to only one SEVIS record (Form DS-2019). Do not add the dependent child's information to both parents' records/Forms. Doing so will give the dependent child two SEVIS records.

To add a dependent for an EV transferring into your program, perform the following:

1. Click the **Add Dependent** link on the *Exchange Visitor Dependent Menu* screen.
2. Below is a list with explanations of the fields and sections on the *Exchange Visitor Information—Add Dependent* screen (Exhibit 18). An asterisk (\*) precedes the fields and sections that must be completed. To complete this screen, enter the following data:

<b>Field/Section</b>	<b>Description/Explanation</b>
* <b>1. Family Name</b>	Enter the surname or last name of the dependent. If the dependent has only one name, enter it in this field. <b>Note:</b> The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>2. First Name</b>	Enter the first name of the dependent. This field may be left blank if the dependent has only one name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>3. Middle Name</b>	Enter the middle name of the dependent. This field may be left blank if the dependent has no middle name. <b>Note:</b> Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
<b>4. Suffix</b>	Select a title, such as Junior, that may appear at the end of a person's name.
* <b>5. Date of Birth</b>	Enter the dependent's date of birth in MM/DD/YYYY format.

<b>Field/Section</b>	<b>Description/Explanation</b>
* <b>6. Gender</b>	Select the dependent's gender, <b>male</b> or <b>female</b> .
* <b>7. Relationship</b>	Select <b>Spouse</b> or <b>Child</b> . A dependent child must be younger than 21 years of age.
* <b>8. City of Birth</b>	Enter the unabbreviated name of the city where the dependent was born.
* <b>9. Country of Birth</b>	Select the country in which the dependent was born. <b>Note:</b> United States may be selected as the country of birth if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the <b>Country of Birth</b> field. 2. Select an option from the <b>If the United States or U.S. Territory is chosen...</b> drop-down list.
* <b>10. Country of Citizenship</b>	Select the country in which the dependent maintains citizenship.
* <b>11. Country of Legal Permanent Residence</b>	Select the country in which the dependent is an LPR. For most EV applicants, the Country of Legal Permanent Residence will be the same as the Country of Citizenship. Some applicants, however, will be permanent resident residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would not be considered an LPR of Italy.
<b>12. Social Security Number</b>	Enter the dependent's Social Security number. Completion of this field is optional.
<b>13. Driver's License Number</b>	Enter the dependent's driver's license number assigned by the state that issued the license. Completion of this field is optional.
<b>14. Driver's License Issue State</b>	Select from the drop-down list the state that issued the driver's license to the dependent, if applicable. Completion of this field is optional.
<b>15. Individual Taxpayer ID Number</b>	Enter the taxpayer ID for a dependent who is employed or has such an ID. Completion of this field is optional.

3. Click the **Add Dependent** button to automatically save the data entered and return to the *Exchange Visitor Dependent Menu* screen. To add another dependent, repeat the process described above.
4. Click the **Next** button to advance to the *Add Financial Information* screen.

### 2.9.3.2 Transfer—Update Dependent Data

To update dependent data, perform the following:

1. On the *Exchange Visitor Dependents Menu*, click the **Edit** link to the right of the name of the dependent whose data are being updated. The *Exchange Visitor Information—Edit Dependent* screen displays.
2. Make the necessary updates to the dependent's data.
3. Click the **Submit Edit** button. The *Exchange Visitor Dependent Menu* displays.
4. Click the **Next** button to advance to the *Financial Information* screen.

### 2.9.3.3 Transfer—Terminate Dependent

See Section 2.7.2.2.1, Terminate Dependent (EV in Active, Inactive, or Transfer Status), for instructions on how to terminate a dependent.

### 2.9.3.4 Transfer—End Status of Dependent

See Section 2.7.2.2.2, End Status of Dependent (EV in Active or Transfer Status), for instructions on how to end the status of a dependent.

## 2.9.4 Transfer—Financial Information

Page 4 of the Form DS-2019, *Financial Information* screen, is used to collect financial information for the EV. This screen represents the final step in creation of a transfer record for an EV.

**Note:** Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.

**Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest whole dollar (for example, \$15,459.87 should be entered as 15460).

To complete the *Financial Information* screen, perform the following:

1. Below is a list with explanations of the fields and sections on this screen. An asterisk (\*) precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field/Section	Description/Explanation
<b>19. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:</b>	<b>Note:</b> The EV must have at least one source of funding listed in Sections 19 and/or 20 of the electronic Form DS-2019.  Enter the following information as applicable.
<b>Current Program Sponsor</b>	If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the EV.

Field/Section	Description/Explanation
* <b>This program sponsor (has/has not) received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.</b>	<p>Select <b>has</b> or <b>has not</b> to indicate whether the EV has received direct or indirect funding from U.S. Government agencies. This is a required field.</p> <ul style="list-style-type: none"> <li>• <b>Direct Funding</b>—Financed in whole or in part by the U.S. Government or the EV’s government with funds contributed directly to the EV in connection with his or her participation in an Exchange Visitor Program.</li> <li>• <b>Indirect Funding</b>—Financed by one of the following: <ul style="list-style-type: none"> <li>– An international organization with funds contributed by either the U.S. Government or the EV’s government for use in financing international educational and cultural exchanges</li> <li>– An organization or institution with funds made available by either the U.S. Government or the EV’s government for the purpose of furthering international educational and cultural exchanges.</li> </ul> </li> </ul>
* <b>Financial Support from organizations other than the sponsor will be provided by one of the following:</b>	<p>The EV must have at least one source of funding listed in sections 19 and/or 20 on the electronic Form. If necessary, complete one or more of the fields in this section.</p> <p><b>Note:</b> All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest whole dollar (for example, \$15,459.87 should be entered as 15460).</p>
<b>U.S. Government Agency(ies) [max of 2]</b>	<p>Select the agency from which the EV has received funding, and enter the amount in U.S. dollars.</p> <p><b>Note:</b> If <b>Other</b> is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.</p>
<b>International Organization(s) [max of 2]</b>	<p>Select the organization from which the EV has received funding, and enter the amount in U.S. dollars.</p> <p><b>Note:</b> If <b>Other</b> is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.</p>
<b>The Exchange Visitor’s Government</b>	<p>Enter the amount, in U.S. dollars, that the EV’s government is contributing</p>

Field/Section	Description/Explanation
<b>The Binational Commission of the Exchange Visitor's Country</b>	Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
<b>All other organizations providing support</b>	Enter the total amount, in U.S. dollars, that all other organizations are contributing. <b>Note:</b> Enter each organization name and the amount of money being given to the EV. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters can be entered into this field.) The names and amounts of funding will print on the Form DS-2019.
<b>Personal Funds</b>	Enter the amount, in U.S. dollars, that the EV is contributing.

2. When finished, click one of the following buttons:

<b>Previous</b>	Click this button to return to the previous page of the Form DS-2019. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Previous</b> button. The unsaved data that were entered on this page will be lost if not saved first.
<b>Reset Values</b>	Click this button to return all unsaved entries to the previous values.
<b>Submit DS-2019</b>	<b>Note:</b> It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS. Click this button to save the EV's Form to SEVIS. A message displays stating that the EV has been successfully transferred into your program; the EV's status is Transferred. Click the <b>Print Final DS-2019</b> button to print the Form, sign it in <b>blue</b> ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.
<b>Save Draft</b>	Click this button to save the data entered.
<b>Print Draft DS-2019</b>	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. <b>Note:</b> It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.



### **2.9.5 Validate the EV's Program Participation (EV in Transfer Status)**

When an EV transfers to your program, his or her record in SEVIS must be validated no later than 30 days after the effective date of transfer identified in SEVIS. Validation of program participation requires you to acknowledge that the EV has reported as required, and to collect the EV's current U.S. address (actual physical location where the EV will reside while in the United States).

Validation of program participation may take place at any time after the effective date of transfer. Fifteen days following the effective date of transfer, you will receive a reminder to validate the EV's program participation. You will also receive a reminder 25 days following the effective date of transfer. Failure to validate the transfer EV's participation in your program within 30 days after the effective date of transfer identified in SEVIS will result in SEVIS changing the status of the EV and dependents, if any, to No Show.

**Note:** If your program is expecting to receive a transfer EV from another SEVIS program, that EV's name will display on the *All Exchange Visitors and Dependents* and the *Transferred Status Exchange Visitors and Dependents* EV lists with the status of Transferred once the effective date of transfer arrives.

Validating a transfer EV's participation is a two-step process. His or her SEVIS record must first be updated, and then validated. To update the record and validate the participation of an EV transferring into your program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose program participation is being validated (perform a search for the record or use the **EV Lists** link).
2. Click the **Edit DS-2019** link on the **Edits** menu and update the EV's data (see Section 2.9.1 through Section 2.9.4 for instructions).
3. Click the **Submit DS-2019** button to submit the data to SEVIS. A message displays stating that the data have been successfully submitted to SEVIS.

**Note:** The EV is not in Active status. You must validate the EV's program participation; continue with the following steps to validate the EV.

4. On the message screen, click **Print Final DS-2019** button to print a final copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, *Print a Draft or Final Form DS-2019*, for printing instructions.)

**Note:** The current U.S. address (where the EV will reside) is collected in SEVIS but does not print on the Form DS-2019. When the Form is printed, the address of the primary site of activity for the EV will print in the U.S. Address field on the Form. If the EV has multiple sites of activity, the selected site of activity (radio button has been clicked) will print on the Form.

5. After printing the Form, you must validate the EV's participation in your program. Access the *Exchange Visitor Information* screen for the EV whose program participation is being validated (if necessary, perform a search for the record or use the **EV Lists** link).

6. On the *Exchange Visitor Information* screen, click the **Validate Program Participation** link to display the *Validate Program* screen.

7. Ensure the accuracy of the current U.S. address (residence) for this EV and make corrections as necessary.

**Note:** When entering data for Secondary Students (high school students), enter the name of the host family in the **Address 1** field and enter the street address for this residence in the **Address 2** field. For an Au Pair, enter the host family's address.

**Note:** Passport, visa, and POE information may be received from other systems. However, if the fields are not filled in, the following data may be entered, if available:

- Passport Number
- Passport Issuing Country
- Passport Expiration Date
- Visa Number
- Post/Country of Visa Issuance
- Visa Expiration Date
- Visa Issue Date
- Admission Number
- Port of Entry
- Date of Entry

8. Click the **Validate Program** button. The *Listing of Programs* screen displays, and the status of the EV and dependents (if any) is Active.

## **2.10 SEVIS Correction Procedures**

Two different types of corrections may be requested for EV and dependent SEVIS records:

- **30-Day Correction**—When this option is used, EV and/or dependent SEVIS records are corrected immediately.
- **Reinstatement – Update SEVIS Status**—When this option is used, DoS must review and process the request.

These options are discussed in detail in the following sections.

### **2.10.1 30-Day Correction Period for SEVIS Status**

If the EV's SEVIS status has changed to Active, Invalid, or No Show within the past 30 days, the Correct SEVIS Status option may be used to change the EV's status from:

- Active to Initial
- Invalid to Initial

- Invalid to Active
- No Show to Active

The EV's SEVIS status will change immediately when using this function. Also, if the EV's and dependent's status changed to Active, Invalid, or No Show on the same date, when the EV's status is corrected using this option, the dependent's status will change to the same SEVIS status as the EV. For example, the EV and dependent's SEVIS status changed to Invalid on the same date and the Correct SEVIS Status option is used to change the EV's status to Active; the dependent's SEVIS status will change to Active at the same time.

Exhibit 40, Correct SEVIS Status Screen, is an example of the screen used to change an EV's status.

### Exhibit 40: Correct SEVIS Status Screen

U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout

Get Adobe Reader

### Correct SEVIS Status

Required fields are marked with an asterisk (\*).

SEVIS ID: N0000109248  
Family Name: Martinez  
First Name: Javier  
Suffix:  
Gender: MALE  
Date of Birth: 12/12/1985  
City of Birth: Madrid  
Country of Birth: SPAIN  
Country of Citizenship: SPAIN  
Country of Legal Permanent Residence: SPAIN  
Status: ACTIVE  
Active/Initial Dependent Count: 0  
Program Number: P-1-01131  
Program Sponsor: Hansel University  
Position: 215 - UNIVERSITY UNDERGRADUATE STUDENTS  
Category: STUDENT NON-DEGREE  
Subject/Field Description: Business and Personal/Financial Services Marketing Operations (NEW)  
Subject/Field Remarks: None.  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 09/01/2006  
Program End Date: 12/31/2007  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Visa Type: J-1  
Passport Number:  
Visa Foil Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:  
Port of Departure:  
Date of Departure:

1. \* Change Status To: INITIAL

2. \* Program Begin Date: (MM/DD/YYYY)

3. \* Program End Date: (MM/DD/YYYY)

4. Current U.S. Address:  
\* Address 1: 9765 Valley Drive  
Address 2:  
\* City: Nottingham  
\* State: VERMONT  
\* Zip Code: 20001 -

5. \* Remarks:

Correct SEVIS Status Reset Values Cancel

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To change the EV's status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Correct SEVIS Status** link on the **Actions** menu. A confirmation screen displays.
3. Read the message on the screen, and click the **I Agree** button to continue, or click the **Cancel** button to return to the *Exchange Visitor Information* screen without changing the EV's status.

**Note:** As the sponsor's official, you have been granted permission to make this change of SEVIS status without the direct involvement of the Department of State's Office of Exchange Coordination and Designation. However, you must maintain and provide the supporting documentation for this change to DoS or DHS upon request.

4. Below is a list with explanations of the fields on this screen. An asterisk (\*) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* <b>1. Change Status To</b>	Select an option from the drop-down list
* <b>2. Program Begin Date</b>	Enter the date in MM/DD/YYYY format. <b>Note:</b> When requesting to change the EV's status from: <ul style="list-style-type: none"> <li>• Active to Initial—The begin date must be the current date or a future date.</li> <li>• Invalid to Initial—The begin date must be the current date or a future date.</li> <li>• Invalid to Active—The begin date must be the current date or a date in the past; it cannot be a future date.</li> <li>• No Show to Active—The begin date must be the current date or a date in the past; it cannot be a future date.</li> </ul>
* <b>3. Program End Date</b>	Enter the date in MM/DD/YYYY format. The end date, in combination with the program begin date must. <ul style="list-style-type: none"> <li>• Be equal to or greater than the minimum duration of participation <b>and</b></li> <li>• Cannot exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations.</li> </ul>
<b>4. Current U.S. Address</b>	If necessary, update the address where the EV resides in the United States (22 CFR 62.70(b)). <b>Note:</b> When entering data for Secondary Students (high school students), enter the host family name in the

Field	Description/Explanation
	<b>Address 1</b> field and enter the street address for the residence in the <b>Address 2</b> field. For an Au Pair, enter the host family's address.
* <b>5. Remarks</b>	Enter an explanation for this correction request; this is a required field. A maximum of 500 characters can be entered into the <b>Remarks</b> text box.

5. Select one of the following buttons:

<b>Correct SEVIS Status</b>	Click this button to save this information to SEVIS and update the status of the EV and associated dependents, if any. On the <i>Update Successful</i> screen, click the <b>Print Final DS-2019</b> button to print a new Form DS-2019, sign it in <b>blue</b> ink and forward it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for instructions.  <b>Note:</b> When the SEVIS status of an EV changes from Invalid to Initial or Invalid to Active, the allotment of Forms DS-2019 will be decreased by one.
<b>Reset Values</b>	Click this button to clear the data entered on this screen.
<b>Cancel</b>	Click this button to return to the <i>Exchange Visitor Information</i> screen without changing the SEVIS status of the EV and dependents.

### 2.10.2 30-Day Correction Period for SEVIS Status for Dependent

The Correct SEVIS Status option may be used to change the dependent's status to the same status as the EV if the dependent's status meets all of the following criteria:

1. Is currently Invalid, No Show, or Terminated
2. Changed to Invalid, No Show, or Terminated within the past 30 days
3. Does not match the status of the EV

The dependent's SEVIS status will change immediately when using this function.

**Note:** If the status of both the EV and dependent changed to Invalid, No Show, or Terminated on the same date, this option is not available for the dependent.

To change the dependent's status, perform the following:

1. Access the *Dependent Information* screen for the dependent whose status is being corrected (perform a search for the record or use the **EV Lists** link).
2. Click the **Correct SEVIS Status** link on the **Actions** menu. A confirmation screen displays.
3. Read the message on the screen, and click the **I Agree** button to continue, or click the **Cancel** button to return to the *Dependent Information* screen without changing the dependent's status.

**Note:** As the sponsor's official, you have been granted permission to make this change of SEVIS status without the direct involvement of the Department of State's Office of Exchange Coordination and Designation. However, you must maintain and provide the supporting documentation for this change to DoS or DHS upon request.

4. On the *Correct SEVIS Status* screen, enter an explanation in the **Remarks** text box; this is a required field. A maximum of 500 characters can be entered into this text box.
5. Select one of the following buttons:

<b>Correct SEVIS Status</b>	Click this button to update the dependent's status and save this information to SEVIS. The dependent's SEVIS status is immediately updated to match the EV's status.
<b>Reset Values</b>	Click this button to clear the data entered in the <b>Remarks</b> text box.
<b>Cancel</b>	Click this button to return to the <i>Dependent Information</i> screen without changing the SEVIS status of the dependent.

### **2.10.3 Reinstatement – Update SEVIS Status Request**

If it is more than 30 days and less than 271 days since the SEVIS status of the EV changed to Active, Invalid, or No Show, a Reinstatement - Update SEVIS Status request may be submitted to DoS to change the status from:

- Active to Initial
- Invalid to Initial
- Invalid to Active
- No Show to Active

The Reinstatement – Update SEVIS Status option will also be available on the *Exchange Visitor Information* screen to submit a request to DoS to change an EV's SEVIS status from Terminated to Active. This option will immediately become available when the EV's SEVIS status is changed to Terminated. The option will remain available for up to 270 days following the date the EV's status changed to Terminated. A change in the status of a SEVIS record from Terminated to Active will always require the approval of DoS and therefore, must be processed as a "Reinstatement - Update SEVIS Status" request.

If the dependent's status changed separately from the EV's status, approval of this request will not affect the dependent's status. For example, if the dependent's status changed to No Show and, the next day, the EV's status changed to No Show, approval of the Reinstatement - Update SEVIS Status request will only affect the EV's status. The dependent's SEVIS status will remain No Show.

Requests may be submitted to DoS to change the SEVIS status of a dependent whose status changed to Invalid, No Show, or Terminated separately from the EV's status. See Section 2.10.3, Reinstatement - Update SEVIS Status for Dependent, for instructions on submitting a Reinstatement - Update SEVIS Status request for a dependent.

**Note:** A non-refundable fee is required when submitting a Reinstatement - Update SEVIS Status request for an EV. DoS will not begin to process the request until the required fee and supporting documentation have been received.

The following sections provide instructions for submitting a Reinstatement - Update SEVIS Status request for an EV and a dependent.

#### **2.10.3.1      *Reinstatement – Update SEVIS Status Request for an EV***

To submit a Reinstatement - Update SEVIS Status request for an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose status will be changed (perform a search for the record or use the **EV Lists** link).
2. Click the **Reinstatement - Update SEVIS Status** link on the **Actions** menu to display the *Reinstatement - Update SEVIS Status for Exchange Visitor* screen. Exhibit 41, *Reinstatement - Update SEVIS Status for Exchange Visitor Screen*, is an example of the screen.

## Exhibit 41: Reinstatement – Update SEVIS Status for Exchange Visitor Screen

U.S. Immigration  
and Customs  
Enforcement

Student & Exchange Visitor  
Information System

**SEVIS**

[Main](#) | 
 [Listing of Schools](#) | 
 [Listing of Programs](#) | 
 [Help](#) | 
 [Tutorial](#) | 
 [Logout](#)
[Get Adobe Reader](#)

### Reinstatement - Update SEVIS Status for Exchange Visitor

Required fields are marked with an asterisk (\*).

SEVIS ID: **N0000095983**

Family Name: **Smith**

First Name: **Mary**

Suffix:

Gender: **FEMALE**

Date of Birth: **10/10/1975**

City of Birth: **Amsterdam**

Country of Birth: **DENMARK**

Country of Citizenship: **DENMARK**

Country of Legal Permanent Residence: **DENMARK**

Status: **ACTIVE**

Active/Initial Dependent Count: **1**

Program Number: **G-6-00367**

Program Sponsor: **National Nonspecialty School**

Position: **419 - ARTS, OTHER**

Category: **TRAINEE (SPECIALTY)**

Subject/Field Description: **Art Teacher Education**

Subject/Field Remarks: **Test.**

Initial Program Begin Date: **12/19/2005**

IAP-66 Number:

Program Begin Date: **12/19/2005**

Program End Date: **11/30/2006**

Reinstatement Program Begin Date:

Previous Program End Date:

Visa Type: **J-1**

Passport Number:

Visa Foll Number:

Visa Issue Date:

Visa Issue Post:

Port of Entry:

Date of Entry:

I-94/Admission Number:

Port of Departure:

Date of Departure:

1. \* Change Status To: INITIAL

2. \* Program Begin Date:  (MM/DD/YYYY)

3. \* Program End Date:  (MM/DD/YYYY)

4. Current U.S. Address:

\* Address 1: 123 Main St

Address 2:

\* City: Los Angeles

\* State: CALIFORNIA

\* Zip Code: 20001 -

5. \* Remarks:

Submit
Reset Values
Cancel

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3. Below is a list with explanations of the fields on this screen. An asterisk (\*) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* <b>1. Change Status To</b>	Select an option from the drop-down list.
* <b>2. Program Begin Date</b> <b>Note:</b> This field is not available when requesting to change an EV's SEVIS status from Terminated to Active.	Enter the date in MM/DD/YYYY format. <b>Note:</b> When requesting to change the EV's status from: <ul style="list-style-type: none"> <li>Active to Initial—The begin date must be the current date or a future date.</li> <li>Invalid to Initial—The begin date must be the current date or a future date.</li> </ul>



Field	Description/Explanation
	<ul style="list-style-type: none"> <li>Invalid to Active—The begin date must be the current date or a date in the past; it cannot be a future date.</li> <li>No Show to Active—The begin date must be the current date or a date in the past; it cannot be a future date.</li> </ul>
* <b>3. Program End Date</b>	<p>Enter the date in MM/DD/YYYY format. The end date, in combination with the program begin date must:</p> <ul style="list-style-type: none"> <li>Be equal to or greater than the minimum duration of participation <b>and</b></li> <li>Cannot exceed the maximum duration of participation for the selected category, as identified in the Exchange Visitor Program regulations.</li> </ul>
* <b>4. Current U.S. Address</b>	<p>If necessary, update the address where the EV resides in the United States (22 CFR 62.70(b)). <b>Address 1, City, State, and Zip Code</b> are required fields. Completion of the <b>Address 2</b> field is optional</p> <p><b>Note:</b> When entering data for Secondary Students (high school students), enter the host family name in the <b>Address 1</b> field and enter the street address for the residence in the <b>Address 2</b> field. For an Au Pair, enter the host family's address.</p>
* <b>5. Remarks</b>	<p>Enter an explanation for this correction request; this is a required field. A maximum of 500 characters can be entered into the <b>Remarks</b> text box.</p> <p><b>Note:</b> DoS will not begin to process this request until the fee and supporting documentation have been received. If DoS has not noted in SEVIS receipt of the fee and supporting documentation within 30 calendar days of submission of the request, the Reinstatement - Update SEVIS status request will automatically be canceled in SEVIS.</p>

4. Select one of the following buttons:

<b>Submit</b>	A message displays stating that the request is not complete. Read the message carefully; it provides additional information about the Reinstatement - Update SEVIS status request, including mailing
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	<p>instructions.</p> <p>The request must be submitted via SEVIS and then followed up with, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>• A letter of explanation describing the need for the correction</li> <li>• Copy of the Form DS-2019</li> <li>• Copy of the Form I-94</li> <li>• Required fee, as prescribed in 22 CFR 62.90(b)(3)</li> </ul> <p>Remit the non-refundable fee, drawn on a bank or other institution located in the United States, and made payable to the U.S. Department of State (22 CFR 62.90) and the supporting documentation for this request to be processed. Submit the materials to Dos. See Section 1.1 or Attachment A for the appropriate address.</p> <p><b>Note:</b> If requesting to change the EV's status from Active to Initial, the SEVIS record will be locked while the request is being processed by DoS. Some of the options on the <b>Actions</b> and <b>Edits</b> menus will not be available until the request has been processed by DoS or canceled. Also, if DoS has not noted in SEVIS receipt of the fee and supporting documentation within 30 calendar days of submission of the request, the status of the EV and dependents, if any, will change to Invalid.</p>
<b>Reset Values</b>	Click this button to return the unsaved data to the previous values.
<b>Cancel</b>	Click this button to return to the <i>Exchange Visitor Information</i> screen without requesting a change to the EV's status.

Once DoS reviews the Reinstatement - Update SEVIS Status request, the following outcomes are possible:

- **Request Approved**—The submitter of the request will receive email notification of the approval, and must print an updated copy of the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. Use the **Reprint DS-2019** link on the **Actions** menu to print the Form. (See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.)  
**Note:** This correction to the EV's SEVIS status will automatically update the dependent's SEVIS status when, at the time the request was submitted, the:
  - EV and dependent had the same status
  - Status of the EV and dependent changed to Active, Invalid, No Show, or Terminated at the same time

**Note:** When the SEVIS status of an EV changes from Invalid to Initial or Invalid to Active, the allotment of Forms DS-2019 will be decreased by one.

- **Additional Information Required**—The submitter of the request will receive email notification of the request for additional information. The email will identify the areas that require additional information and/or documentation in order for the review to continue.

**Note:** The response must be submitted within 30 calendar days of the email notification. If DoS has not noted receipt of the response in SEVIS within 30 calendar days of the notification, the reinstatement request will automatically be canceled in SEVIS.

**Note:** When requesting to change the EV's status from Active to Initial, if DoS has not noted in SEVIS receipt of the additional information within 30 calendar days of the request for information notification, the status of the EV and dependents, if any, will change to Invalid.

Submit the supporting documentation, including the EV's full name and SEVIS ID, to DoS. See Section 1.1 or Attachment A for the appropriate address.

- **Request Denied**—If denied, the submitter of the request will receive email notification of the denial decision.

**Note:** If the request to change the EV's status from Active to Initial is denied by DoS, the status of the EV and dependents, if any, will change to Invalid.

### **2.10.3.2 Reinstatement – Update SEVIS Status Request for Dependent**

A request may be submitted to DoS to change the SEVIS status of a dependent whose status changed to Invalid, No Show, or Terminated separately from the EV's status. For example, the EV's SEVIS status is Active and the dependent's status is No Show.

The Reinstatement - Update SEVIS Status option is only available on the *Dependent Information* screen if it is more than 30 days and less than 271 days since the SEVIS status of the dependent changed to Invalid, No Show, or Terminated.

**Note:** There is no fee required for processing a Reinstatement - Update SEVIS Status request for a dependent. However, supporting documentation must be sent to DoS.

To submit a Reinstatement - Update SEVIS Status request for a dependent, perform the following:

1. Access the *Dependent Information* screen for the dependent whose status will be changed (perform a search for the record or use the **EV Lists** link).
2. Click the **Reinstatement - Update SEVIS Status** link on the **Actions** menu to display the *Reinstatement - Update SEVIS Status for Dependent* screen.
3. Enter an explanation in the **Remarks** text box; this is a required field. A maximum of 500 characters can be entered into the **Remarks** text box.

4. Click one of the following buttons:

<b>Submit</b>	<p>A message displays stating that the request is not complete. Read the message carefully; it provides additional information about the reinstatement request, including mailing instructions</p> <p><b>Note:</b> DoS will not begin to process this request until the fee and supporting documentation have been received. The request must be submitted via SEVIS and then followed up with, at a minimum, the following:</p> <ul style="list-style-type: none"><li>• A letter of explanation describing the need for the correction</li><li>• Copy of the EV's and the dependent's Form DS-2019</li><li>• Copy of the dependent's Form I-94</li></ul> <p>Remit the supporting documentation, along with the dependent's full name and SEVIS ID, for this request to be processed. Submit the materials to DoS. See Section 1.1 or Attachment A for the appropriate address.</p> <p><b>Note:</b> DoS will not begin to process this request until the supporting documentation, including the full name and SEVIS ID of the dependent, has been received. If DoS has not noted in SEVIS receipt of the supporting documentation within 30 calendar days of submission of this request, the request will automatically be canceled in SEVIS.</p>
<b>Reset Values</b>	Click this button to clear the data entered in the <b>Remarks</b> text box.
<b>Cancel</b>	Click this button to return to the <i>Dependent Information</i> screen without requesting a change to the dependent's status.

Once DoS reviews the Reinstatement - Update SEVIS Status request, the following outcomes are possible:

- **Request Approved**—The submitter of the request will receive email notification of the approval and the dependent's status will change to the same status as the EV.
- **Additional Information Required**—The submitter of the request will receive email notification of the request for additional information. The email will identify the areas that require additional information and/or documentation in order for the review to continue.

**Note:** The response must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS receipt of the response within 30 calendar days of the notification, the Reinstatement - Update SEVIS Status request will automatically be canceled in SEVIS.

Submit the supporting documentation, including the dependent's full name and SEVIS ID, to DoS. See Section 1.1 or Attachment A for the appropriate address.

- **Request Denied**—If denied, the submitter of the request will receive email notification of the denial decision.

#### **2.10.4 Cancel Reinstatement – Update SEVIS Status Request**

The option for canceling a Reinstatement - Update SEVIS Status request is only available when a Reinstatement – Update SEVIS Status request has been submitted to DoS for approval.

To cancel a Reinstatement – Update SEVIS Status request, perform the following:

1. Access the *Exchange Visitor Information* or *Dependent Information* screen for the EV or dependent whose request is being canceled (perform a search for the record or use the **EV Lists** link).
2. Click the **Cancel Reinstatement – Update SEVIS Status** link on the **Actions** menu. Either the *Cancel Reinstatement – Update SEVIS Status Request* or the *Cancel Reinstatement – Update SEVIS Status Request for Dependent* screen displays.
3. Enter an explanation in the **Remarks** text box; this is a required field.
4. Select one of the following buttons:
  - **Cancel Request**—Click this button to cancel the Reinstatement – Update SEVIS Status request. The EV and/or dependent's status will not change.
  - **Reset Values**—Click this button to clear the data entered in the **Remarks** text box.

**Note:** This button is only available on the *Cancel Reinstatement – Update SEVIS Status Request* screen. It is not available on the *Reinstatement – Update SEVIS Status Request for Dependent* screen.
  - **Cancel**—Click this button to return to the *Exchange Visitor Information* or *Dependent Information* screen without canceling the request.

### **2.11 Alerts**

Alerts are notices to users identifying tasks that need to be completed in SEVIS. In most cases, these alerts are indicators that, according to the information currently in the system, a deadline is approaching for some type of process. For example, the EV's status will change (in many cases, from Active to Terminated or Completed) if some type of action or update is not taken by the RO or an ARO within a certain number of days. If no action is taken by the RO or ARO, the system will automatically take action.

**Note:** When an alert exists, the **\*Alerts** link will display on the *Listing of Programs* screen. SEVIS does not send email notification for alerts. You must access SEVIS to view and process alerts, if necessary.

Exhibit 42, Listing of Programs Screen—Alerts Link, shows the location of the **\*Alerts** link on the screen. If there are no alerts for a program, the **\*Alerts** link will not display on the *Listing of Programs* screen.

**Exhibit 42: Listing of Programs Screen—Alerts Link**

**Listing of Programs**  
\* Indicates an alert for that program

Name of Program	Location (City/State)	Status	Role	Commands
American Au Pair Agency	Anytown, VA	PROGRAM ACTIVE	ARO Search	New Exchange Visitor * Alerts EV Lists Reports
National Nonspecialty School	WASHINGTON, DC	PROGRAM ACTIVE	ARO Search	New Exchange Visitor * Alerts EV Lists Reports
Whispering Pines Institute	FAIRFAX, VA	PROGRAM ACTIVE	ARO Search	New Exchange Visitor * Alerts EV Lists Reports

**\*Alerts Link**

Exhibit 43, Alerts for Whispering Pines Institute Screen, is an example of an alerts screen. In Exhibit 43, the first alert is a reminder that the program has 3 months before its designation expires. The remaining alerts are for EVs. To view the EVs on the list, click the **\*Alerts** link. See Section 2.11.1, Viewing Alerts, for further details.

**Exhibit 43: Alerts for Whispering Pines Institute Screen**

**Whispering Pines Institute**  
Program Number: P-1-00468

**Alerts for Whispering Pines Institute**

The following alerts deserve your attention:

- 3 months before end of program's designation length
- You have 2 Exchange Visitor(s) Nearing the Program End Date in 60 Days or Less
- You have 5 Exchange Visitor(s) 15 Days Beyond Program Start Date
- You have 1 Exchange Visitor(s) 25 Days Beyond Effective Date of Transfer

Redesignation Reminder

12/14/2005 (Wednesday)

### 2.11.1 Viewing Alerts

To view alerts available for a specific program, perform the following:

1. On the *Listing of Programs* screen, click the \***Alerts** link for a specific program. The list of alerts for that program displays. Each row in the list represents a SEVIS situation that requires the attention of the RO or ARO. For example, **25 Days Beyond Effective Date of Transfer** indicates that there are EV records in Transfer status and the current date is 25 days or more past the their effective date of transfer. These records must be validated if the EV has arrived and is participating in his or her program. Otherwise, the system will automatically set the status of the EV and dependents, if any, to No Show 30 days after the effective date of transfer listed in SEVIS.
2. Click an alert to see the specific list of records that require processing.
3. Click the EV's or dependent's SEVIS ID or name link to access his or her record.
4. Process the record. For example, for the **25 Days Beyond Effective Date of Transfer** alert, click the EV's name and select the **Edit DS-2019** link on the *Exchange Visitor Information* screen. Review and complete the *Exchange Visitor Information* screens, and then validate the EV's participation in your program.

### 2.11.2 List of Alerts

Below is an alphabetical listing of the Exchange Visitor Alerts, including the alert title, description, and an explanation of the action required.

Alert	Description	Action Required
<b>3 Months Before End of Program's Designation Length</b> (See Volume I for details on the redesignation process.)	This reminder displays 3 months before the end of a program's designation.	Complete the redesignation process in SEVIS, and submit a signed and notarized copy of the request (Form DS-3036) to DoS.
<b>6 Months Before End of Program's Designation Length</b> (See Volume I for details on the redesignation process.)	This reminder displays 6 months before the end of a program's designation.	Complete the redesignation process in SEVIS, and submit a signed and notarized copy of the request (Form DS-3036) to DoS.
<b>80% of Program's Allotment for DS-2019s Used</b> (See Volume I for details on requesting an allotment of Forms.)	This reminder displays when a program has used 80% or more of its total allotment of Forms DS-2019. The alert shows the number of Forms remaining.	Complete the allotment request in SEVIS.

<b>Alert</b>	<b>Description</b>	<b>Action Required</b>
<b>Annual Report Reminder (30 days prior to due date)</b> (See Volume I for instructions on submitting the Annual Report.)	This reminder displays 30 days prior to the annual report due date.	Generate and print the report using SEVIS. Submit the report to DoS each year by the date stipulated on the program's designation or redesignation letter.
<b>Child Dependent(s) Nearing Their 21st Birthday in 90 Days</b>	This reminder displays 90 days prior to a dependent child's 21st birthday.	An RO or ARO may notify the EV to take appropriate action, such as request change of status for the dependent, or have the dependent prepare to leave the United States.
<b>Exchange Visitor(s) 15 Days Beyond Effective Date of Transfer</b>	This reminder displays for the receiving sponsor when the EV's status is Transferred and the current date is greater than or equal to 15 days after the effective date of transfer identified in SEVIS.	Validate the transfer EV's program participation; otherwise, the system will automatically set the status of the EV and dependents, if any, to No Show after 30 days of the effective date of transfer identified in SEVIS. See the <i>Transferred Status Exchange Visitors and Dependents</i> list or the <i>Exchange Visitor Information</i> screen to view the effective date of transfer.
<b>Exchange Visitor(s) 15 Days Beyond Program Start Date</b>	This reminder displays only when an EV record has a status of Initial, and it is 15 days or more after the EV's program begin date identified in SEVIS.	An RO or ARO may set the EV's status to Active (if the EV reports, validate his or her program participation), No Show, or Invalid. In addition, the RO or ARO may amend the program start date and/or end date if it is known that the EV will be arriving at a later date.
<b>Exchange Visitor(s) 15 Days Beyond Program Start Date With Approved Change of Status</b>	This reminder displays only when an EV record has a status of Initial, and it is 15 days after the change of status request was approved.	An RO or ARO may set the EV's status to Active (if the EV reports, validate his or her program participation), No Show, or Invalid. In addition, the RO or ARO may amend the program start date and/or end date if it is known that the EV will be arriving at a later date.



<b>Alert</b>	<b>Description</b>	<b>Action Required</b>
<b>Exchange Visitor(s) 25 Days Beyond Effective Date of Transfer</b>	This reminder displays for the receiving sponsor when the EV's status is Transferred and the current date is 25 days or more after the effective date of transfer identified in SEVIS.	Validate the transfer EV's program participation; otherwise, the system will automatically set the status of the EV and dependents, if any, to No Show 30 days after the effective date of transfer identified in SEVIS. See the <i>Transferred Status Exchange Visitors and Dependents</i> list <i>Exchange Visitor Information</i> to view the effective date of transfer.
<b>Exchange Visitor(s) Nearing the Program End Date in 60 Days</b>	This reminder displays 60 days prior to the program end date listed in SEVIS.	An RO or ARO may complete an extension within the maximum duration of participation or should submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.
<b>Professor(s)/Research Scholar(s) in a G-7 Program Within 90 Days of Program End Date</b>	This reminder displays for Professor and Research Scholar EVs in programs with a program serial of G-7. Their status in SEVIS is Active, their program is 5 years or more in length, and it will end in 90 days or less.	An RO or ARO may submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.
<b>Professor(s)/Research Scholar(s) in a G-7 Program Within 180 Days of Program End Date</b>	This reminder displays for Professor and Research Scholar EVs in programs with a program serial of G-7. Their status in SEVIS is Active, their program is 5 years or more in length, and it will end in 180 days or less.	An RO or ARO may submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.

Alert	Description	Action Required
<b>Saved Record(s) not Submitted for 15 Days</b>	This reminder displays when EV records are in Draft status and the current date is 15 days or more past the date of the last update in SEVIS.	Complete and submit the records in SEVIS. Otherwise, the system will automatically delete any records in Draft status if action has not been taken on the records within 45 days.

## 2.12 Reports

SEVIS provides the capability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. Please note that the types of reports currently available are subject to change as a result of enhancements to the reporting capabilities of the system.

Below is an alphabetical list with descriptions of the reports that are available at this time.

Title of Report	Description
<b>400 Report - Profile of Sponsor Activity</b>	Provides detailed information about the program sponsor over a specific time period, between 1 and 5 years, based on the start and end dates selected.
<b>Annual Report - J1 Exchange Visitor Program U.S. Department of State</b>	Provides the annual report for the program. This report must be generated and mailed to DoS each year by the date stipulated on the program sponsor's designation or redesignation letter. See Volume I for detailed instructions for generating and submitting the annual report.  <b>Note:</b> SEVIS displays an alert to the program sponsor 30 days prior to the annual report due date reminding the sponsor to complete and submit the report to DoS.
<b>Category Levels - Counts for Category by Purpose Code and Country</b>	Provides detailed information about EV category levels by purpose code and country.
<b>Country Levels Report - Country Levels by Program Sponsor</b>	Provides detailed information about the program's EVs based on the visa type selected.
<b>DoS No Show Report</b>	Provides information about nonimmigrants in No Show status for the program based on the visa type, start date, and end date selected.
<b>EV Enter POE Before/After Program Start Date Report</b>	Provides information for the selected program about EVs who entered the POE either before or after their program's start date.
<b>Secondary Student Placement Report</b>	Provides information about secondary student

Title of Report	Description
	placements for the program based on the start date and end date selected.

The following sections contain the instructions for generating and printing reports using either the Internet Explorer or Netscape browsers.

### 2.12.1 Generate a Report

Reports are snapshots of parts of the SEVIS database. They reflect current SEVIS information for the data elements included in the report. To generate a report, perform the following:

1. On the *Listing of Programs* screen, click the **Reports** link for a specific program. The system displays the *RO/ARO Reports* screen, as shown in Exhibit 44, Reports Screen.

#### Exhibit 44: Reports Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout Get Adobe Reader

### RO/ARO Reports

Format: ☒ HTML ☐ Text

Click on Help (above) and search on Printing Reports to find the proper page settings for printing SEVIS reports.

**Submit**

#### SEVIS Reports

- ☒ 400 Report - Profile of sponsor activity
- ☐ Category Levels - Counts for category by purpose code and country
- ☐ Country Levels Report - Country levels by program sponsor
- ☐ Annual Report - J1 Exchange Visitor Program U.S. Department of State
- ☐ Secondary Student Placement Report
- ☐ DoS No Show Report
- ☐ EV Enter POE Before/After Program Start Date Report

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2. To select a report title, click the radio button adjacent to the report title.
3. Select an output format: **HTML** (Hypertext Markup Language, a web-page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
4. Click the **Submit** button. If there are no search criteria for the selected report, the report will be generated and will display in a new browser window.

5. If search criteria must be chosen for the selected report, the *Report Search Criteria Entry* screen will display in the browser window. Select the search criteria, and click the **Submit** button to generate the report.

## 2.12.2 Print a Report

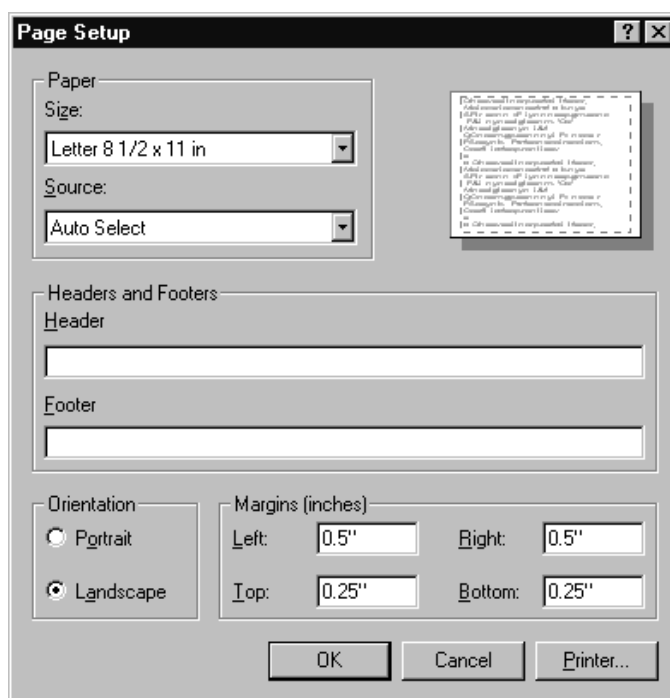
The procedure for printing reports depends on the browser used (Internet Explorer or Netscape). The procedures for printing reports using each browser are described in the next two sections.

### 2.12.2.1 Printing a Report Using the Internet Explorer Browser

To print a report using Internet Explorer, perform the following:

1. For best results when printing, make the following changes to the print settings:
  - a) Click the **File** menu on the Internet Explorer toolbar.
  - b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 45, Internet Explorer Page Setup Window.

**Exhibit 45: Internet Explorer Page Setup Window**



- c) If necessary, delete all data that display in the **Header** field.
- d) If necessary, delete all data that display in the **Footer** field.
- e) Click the **Landscape** button in the **Orientation** section.
- f) Set the left and right margins to **0.5"** and the top and bottom margins to **0.25"**.

- g) Click **OK**.
2. Select **Print** from the **File** menu to display the *Print* window.
3. Ensure the name of the printer listed in the **Name** field is the printer from which the report should print. If it does not show the correct printer, click the down arrow to the right of the field and select the correct printer.
4. Click **OK** and the report will print on the designated printer.
5. Click the **Close** (✕) button in the upper-right corner of the browser window to close the window and return to SEVIS.

### **2.12.2.2 Printing a Report Using the Netscape Browser**



To print a report using Netscape, perform the following:

1. For best results when printing, make the following changes to the browser print settings for Netscape:
  - a) Click the **File** menu on the Netscape toolbar.
  - b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 46, Netscape Page Setup Window.

**Exhibit 46: Netscape Page Setup Window**



- c) If necessary, click to remove the check mark in the **Beveled lines** check box.
- d) Click to place a check mark in the **Black text** check box.
- e) Set the top and bottom margins to **0.25"** and the left and right margins to **0.5"**.

- f) If necessary, click to remove the check mark next to all options in the **Header** section.
  - g) If necessary, click to remove the check mark next to all options in the **Footer** section.
  - h) Click **OK**.
2. Select **Print** from the **File** menu or click the **Print** () button on the browser toolbar to display the *Print* window.
  3. Ensure the name of the printer listed in the **Name** field is the printer from which the report should print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
  4. Click the **Properties** button and select the **Paper** tab.
  5. In the Orientation section, click the **Landscape** radio button.
  6. Click **OK** to accept the Landscape setting.
  7. Click **OK** on the *Print* window and the report will print on the designated printer.
  8. Click the **Close** () button in the upper-right corner of the browser window to close the window and return to SEVIS.

**Note:** Netscape has modified its printing procedures for Version 7.0. Appendix F, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

### **2.12.3 Copy and Paste a Report**

Reports may be generated using the “Text” format option. Perform the following steps to copy and paste the report into another application:

1. First, generate (in HTML) and print the report to see the layout of the report and the column labels. See Sections 2.12.1 and 2.12.2 for instructions on generating and printing reports in SEVIS. Exhibit 47, Country Levels by Program Sponsor Report—HTML Format, is an example of a report generated using the HTML format.

## Exhibit 47: SEVIS Country Levels by Program Sponsor Report—HTML Format

SEVIS Country Levels - by Program Sponsor

Report Date & Time: Thu Dec 15 09:34:13 EST 2005  
Program Sponsor Name: National Nonspecialty Sch  
Visa Type: J1

Country of Citizenship	Program Number	Program Name	Purpose Code	Description	2001	2002	2003	2004	2005	Total EVs
ARUBA	G-6-00367	National Nonspecialty Sch	Amend a previous		1	0	0	0	0	1
	G-6-00367	National Nonspecialty Sch	Begin new program		2	0	0	0	0	2
	G-6-00367	National Nonspecialty Sch	Replace a DS-2019		3	0	0	0	0	3
Total Number of Exchange Visitors:					6	0	0	0	0	6

Page 1 of 2

Page 1 of 2

2. Generate the report in Text format; it displays in another browser window.
3. Click and drag the mouse to highlight the entire report.
4. Select **Copy** from the **Edit** menu.
5. Open a word processing application (for example, Microsoft Word) and select **Paste** from the **Edit** menu to paste the report into a new document. Exhibit 48, SEVIS Country Levels by Program Sponsor Report—Text Format, is an example of the report shown in Exhibit 47.

**Note:** The caret (^) characters are used to separate the columns of data.

## Exhibit 48: SEVIS Country Levels by Program Sponsor Report—Text Format

```
ARUBA ^ G-6-00367 ^ National Nonspecialty Sch ^ Amend a previous ^ 1 ^ 0 ^ 0 ^ 0 ^ 0 ^ 1 ^
ARUBA ^ G-6-00367 ^ National Nonspecialty Sch ^ Begin new program ^ 2 ^ 0 ^ 0 ^ 0 ^ 0 ^ 2 ^
ARUBA ^ G-6-00367 ^ National Nonspecialty Sch ^ Replace a DS-2019 ^ 3 ^ 0 ^ 0 ^ 0 ^ 0 ^ 3 ^
BURMA ^ G-6-00367 ^ National Nonspecialty Sch ^ Replace a DS-2019 ^ 1 ^ 0 ^ 0 ^ 0 ^ 0 ^ 1 ^
BURMA ^ G-6-00367 ^ National Nonspecialty Sch ^ Replace a DS-2019 ^ 1 ^ 0 ^ 0 ^ 0 ^ 0 ^ 1 ^
```

6. Use the printed copy of the report generated in HTML format to create the new report using another application.
7. Be sure to save the report using the other application.

#### 2.12.4 Paste a Report into an Excel Spreadsheet

To paste a report into an Excel spreadsheet, perform the following:

1. Complete Steps 1 through 5 in Section 2.12.3, Copy and Paste a Report.
2. Open the Excel application.
3. Select **Paste** from the **Edit** menu to paste the report into Excel. The whole report is contained in cell A1.
4. To convert the text to columns, select **Text to Columns** from the **Data** menu. The *Convert Text to Columns Wizard* window displays, as shown in Exhibit 49, Convert Text to Columns Wizard.

**Exhibit 49: Convert Text to Columns Wizard**

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	ARUBA	^	G-6-00367	^	National Nonspecialty Sch	^	Amend a previous
2	ARUBA	^	G-6-00367	^	National Nonspecialty Sch	^	Begin new program
3	ARUBA	^	G-6-00367	^	National Nonspecialty Sch	^	Replace a DS-2019
4	BURMA	^	G-6-00367	^	National Nonspecialty Sch	^	Replace a DS-2019
5	BURMA	^	G-6-00367	^	National Nonspecialty Sch	^	Replace a DS-2019

Cancel < Back Next > Finish

5. Click the **Delimited** radio button, and then click the **Next** button. Exhibit 50, Page 2 of the Convert Text to Columns Wizard, is an example of the window that displays.



### Exhibit 50: Page 2 of the Convert Text to Columns Wizard

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☐ Tab ☐ Semicolon ☐ Comma  
☐ Space ☒ Other: ^

☐ Treat consecutive delimiters as one

Text qualifier: "

**Data preview**

ARUBA	G-6-00367	National Nonspecialty Sch	Amend a previous
ARUBA	G-6-00367	National Nonspecialty Sch	Begin new program
ARUBA	G-6-00367	National Nonspecialty Sch	Replace a DS-2019
BURMA	G-6-00367	National Nonspecialty Sch	Replace a DS-2019
BURMA	G-6-00367	National Nonspecialty Sch	Replace a DS-2019

Cancel < Back Next > Finish

6. Click the **Other** check box and enter the caret (^) character in the box to the right of **Other** (see Exhibit 50). If there are other delimiters checked (for example, **Tab**), click in the box to remove the check mark. Only the **Other** check box should be checked.
7. Click the **Next** button to display page 3 of the Convert Text to Columns Wizard.
8. Click the **Finish** button. The wizard closes and the report is formatted into columns.

## 3. OPERATING INSTRUCTIONS

### 3.1 Initiate Operation

Access SEVIS via the Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher. A SEVIS user ID and password are required to access the system.

To log into SEVIS, perform the following:

1. Access the Internet and go to the *SEVIS Login* screen at <https://egov.ice.gov/sevis/>.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button.

**Note:** SEVIS may respond faster or slower depending on the number of users accessing SEVIS.

## **3.2 Maintain Operation**

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

## **3.3 Terminate and Restart Operations**

The **Logout** link on the navigation bar is used to log off SEVIS at any time. To close the browser window, click the **Close** (X) button in the upper-right corner of the browser window.

**Note:** If SEVIS locks up, click the **Close** (X) button in the upper-right corner of the browser window and initiate operation again. You must wait 20 minutes before accessing SEVIS again.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures described in Section 2.2.3.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Call the SEVIS Help Desk at (800) 892-4829 to have access to SEVIS reinstated.

## **4. ERROR HANDLING**

SEVIS includes automatic validation of the data entered into many fields. For example, if the date is entered in an incorrect format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads, “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at (800) 892-4829.”

You will be redirected to the *SEVIS Login* screen. When returned to the *SEVIS Login* screen, log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

## **5. HELP FACILITIES**

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at (800) 892-4829 during the hours of 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

## **APPENDIX A—ACRONYMS AND ABBREVIATIONS**

AG	Academic and Government Division
ARO	Alternate Responsible Officer
CFR	Code of Federal Regulations
CIP	Classification of Instructional Programs
COB	Country of Birth
COC	Country of Citizenship
DHS	U.S. Department of Homeland Security
DoS	U.S. Department of State
DSO	Designated School Official
EV	Exchange Visitor
HTML	Hypertext Markup Language
ICE	U.S. Immigration and Customs Enforcement
ID	Identification
LPR	Legal Permanent Resident
MB	megabyte
NCES	National Center for Educational Statistics
PDSO	Principal Designated School Official
PL	Public Law
POE	Port of Entry
PS	Private Sector Programs Division
RAM	random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
U.S.	United States


**APPENDIX B—DOWNLOAD THE LATEST VERSION OF ADOBE  
ACROBAT READER**

SEVIS enables you to print Forms, such as the Form DS-2019, to a designated printer through Adobe Acrobat. Perform the following steps to download the latest version of Adobe Acrobat Reader:

1. Click the **Get Adobe Reader** link on the SEVIS navigation bar. Adobe's home page will display in a separate browser window.



2. Click the **Get Adobe Reader** (  ) button on the Adobe home page.

3. On the *Adobe Reader* screen, click the **Download** (  ) button. The Adobe Reader software download will start automatically. However, if a dialog box displays with the option to run or save, click the **Run** button.

**Note:** Depending on the security settings on your computer, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.

## **APPENDIX C—DOWNLOAD THE LATEST VERSION OF ADOBE FLASH PLAYER**

In order to view the tutorial, you must have Adobe Flash Player installed on your computer. Perform the following steps to download the latest version of Adobe Flash Player:

1. Access the Adobe home page ([www.adobe.com](http://www.adobe.com)).
2. Click the **Get Adobe Flash Player** () button.
3. On the *Adobe Flash Player Download Center* screen, click the **Yahoo! Toolbar** check box to remove the check mark.
4. Click the **Install Now** () button. The Adobe Flash Player software download will start automatically. However, if a dialog box displays with the option to install or not install, click the **Install** button.

**Note:** Depending on the security settings on your computer, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.



**APPENDIX D—STATUS VALUES FOR EXCHANGE VISITORS AND  
DEPENDENTS**

## **Status Values for Exchange Visitors and Dependents**

Exhibit D-1, Status Values for Exchange Visitors and Dependents, explains each status that EVs and their dependents may have in SEVIS.

### **Exhibit D-1: Status Values for Exchange Visitors and Dependents**

<b>SEVIS Status</b>	<b>Description/Explanation</b>
Saved/Draft	EV and/or dependent records that have been saved, but not submitted to the SEVIS database. These records are considered Draft records. An RO or ARO may review, edit, and submit a saved/draft record to SEVIS.
Initial	<p>EV and/or dependent records that have been created and submitted to SEVIS (saved to the SEVIS database), but the EV's program has not been validated by the program sponsor.</p> <p>Validation is the process of updating the record of an EV who is in Initial status in SEVIS to show that the EV:</p> <ul style="list-style-type: none"><li>• Has actually arrived at the site of activity in the United States identified by the program sponsor</li><li>• Is participating in his or her exchange program</li></ul> <p><b>Note:</b> Failure to validate an EV's participation within 30 days of the program start date listed in SEVIS will result in cancellation of the EV's record in SEVIS, as stipulated in the Exchange Visitor Program regulations (22 CFR 62).</p>
Active	<p>The sponsor has validated an EV's participation in his or her program (by entering the current U.S. address for the EV). The current U.S. address is the location where the EV will live while participating in his or her program. The current U.S. address is collected in SEVIS but does not print on the Form DS-2019. When the Form DS-2019 is printed from SEVIS, the address of the primary site of activity entered in SEVIS for the EV will print in the <b>U.S. Address</b> field on the Form. Following the validation of the EV in SEVIS, the EV is considered to be in Active or valid program status.</p> <p><b>Note:</b> An RO or ARO may use the Correct Minor or Technical Infraction process to change an EV from Inactive status to Active status if today's date is not greater than 120 days beyond the EV's program end date that is identified in SEVIS. When today's date is greater than 120 days and less than 270 days after the EV's program end date, the RO or ARO must submit a reinstatement request to DoS for review and approval (22 CFR 62.45). Reinstatement cannot occur when the current date is greater than 270 days after the EV's program end date identified in SEVIS.</p>

SEVIS Status	Description/Explanation
Terminated	<p>In SEVIS, the program sponsor has terminated the EV's participation; termination implies a change from Active or valid program status prior to program completion. Termination has an <b>adverse</b>, or <b>negative</b>, affect on the EV's record and on the record of each dependent of the EV. Terminated EVs have no benefits and cannot apply for an extension, reinstatement, or change of category.</p> <p><b>Note:</b> Dependent records are automatically terminated when the EV's participation is terminated. Also, an RO or ARO may terminate the status of a dependent prior to the end of the EV's program for reasons such as the conviction of a crime or violation of the Exchange Visitor Program regulations.</p>
Transferred (SEVIS to SEVIS)	<p>The EV has transferred between two program sponsors authorized access to SEVIS.</p> <p><b>Note:</b> If a program is expecting to receive a transfer EV from another SEVIS program, this EV's name will display on the <i>All Exchange Visitors and Dependents</i> and <i>Transferred Status Exchange Visitors and Dependents</i> EV lists with the status of Transferred once the effective date of the transfer is reached. To view this list, click the <b>EV Lists</b> link to the right of the appropriate program on the <i>Listing of Programs</i> screen, the first screen that displays when logged into SEVIS. Then select the appropriate link on the <i>Exchange Visitors and Dependents Menu</i> screen.</p>
Transferred to a non-SEVIS Sponsor	<p>The ability to transfer EVs to a non-SEVIS program is no longer available. However, there may be EVs who will always have this status; they transferred prior to the date mandated for enrollment of all Exchange Visitor Programs in SEVIS.</p>
Inactive	<p>An EV and/or dependent can become Inactive (out of valid program status) for the following reasons:</p> <ul style="list-style-type: none"> <li>• The EV completes his or her program as scheduled—Form DS-2019 expires. (The EV's name will display on the <i>Inactive Status Exchange Visitors and Dependents</i> list the day after the program end date.)</li> <li>• The RO or ARO ends the program of an EV (for example, the EV completes his or her program early, or withdraws from the program). The status of the EV's dependents will also be set to Inactive when the program sponsor takes action on the EV.</li> <li>• The RO or ARO ends the status of the spouse or dependent because the accompanying spouse got divorced from the EV, or the spouse and/or dependent died.</li> <li>• The dependent's status is automatically ended in SEVIS on the day the dependent turns 21 years of age.</li> </ul> <p><b>Note:</b> When dependents have the same SEVIS status as the EV, their</p>

SEVIS Status	Description/Explanation
	status will automatically be set to Inactive when the EV's SEVIS status is set to Inactive.
Invalid	<p>An EV's status is Invalid when:</p> <ul style="list-style-type: none"><li>• He or she does not use the Form DS-2019 issued by a program sponsor to obtain a visa.</li><li>• He or she uses the Form DS-2019 to obtain a visa but does not enter the United States through a port of entry within 30 days of the program start date identified in SEVIS.</li><li>• An RO or ARO sets the EV's record to Invalid status.</li></ul> <p><b>Note:</b> Dependent records are automatically set to Invalid when the EV's SEVIS status is set to Invalid.</p>
No Show	<p>The EV's program participation has not been validated in SEVIS.</p> <ul style="list-style-type: none"><li>• It is 30 days after the program start date listed on the Form DS-2019 that was issued to an EV to begin a new program and the EV has entered the United States through a port of entry but has not reported to the program sponsor.</li><li>• In a transfer situation, the EV has not been validated in SEVIS 30 days after the effective date of transfer identified in SEVIS.</li><li>• When a dependent is in Initial status, an RO or ARO may set the dependent's status to No Show.</li></ul> <p><b>Note:</b> Dependent records are automatically set to No Show when the EV's record is set to No Show.</p>

## **APPENDIX E—EXCHANGE VISITOR CATEGORIES**

<b>Category</b>	<b>Description/Explanation</b>
<b>Alien Physician</b>	<p>The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category.</p> <p>This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a Clinical Exchange Program.</p> <p>All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the 2-year home-country physical presence requirement as stipulated in Section 212 (e) of the Immigration and Nationality Act and Public Law 94-484.</p> <p><b>Note:</b> The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training.</p> <p>The <u>maximum duration of participation</u> for the Alien Physician category shall not exceed 7 years.</p>
<b>Au Pair</b>	<p>The Au Pair Program (22 CFR 62.31) is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited child-care services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than 6 hours of academic credit or its equivalent.</p> <p>The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 1 year.</p>
<b>Camp Counselor</b>	<p>The Camp Counselor Program (22 CFR 62.30) facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps.</p> <p>Under no circumstances shall program sponsors facilitate the entry into the United States of a participant for whom a camp placement has not been pre-arranged.</p>

Category	Description/Explanation
	The <u>maximum duration of participation</u> for this program shall not exceed 4 months. No extensions will be permitted.
<b>Government Visitor</b>	<p>This category (22 CFR 62.29) is reserved for use by Federal, State, or local Government agencies.</p> <p>Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a Federal, State, or local Government agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 18 months.</p>
<b>International Visitor</b>	<p>This category (22 CFR 62.28) is reserved for use by the U.S. Department of State. International Visitors are potential or recognized leaders in their own countries.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 1 year.</p>
<b>Professor</b>	<p>This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the program sponsor.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 60 months.</p>
<b>Research Scholar</b>	<p>Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the program sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 60 months.</p>
<b>Short-Term Scholar</b>	A short-term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited

Category	Description/Explanation
	<p>post-secondary educational institutions, or similar organizations.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 6 months. No extensions will be permitted.</p>
<b>Specialist</b>	<p>This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills while in the United States. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 1 year.</p>
<b>Student, College/University</b>	<p><b>College and University Students</b> (22 CFR 62.23). Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the United States. Academic training is permitted, if approved by the program sponsor, but study must be the primary purpose of the EV's program in the United States. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4).</p> <p>The <u>maximum duration of participation</u> for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program, the <u>duration of participation</u> shall not exceed 24 months, including academic training.</p>
<b>Student, Secondary (High School)</b>	<p><b>Secondary School Students</b> (22 CFR 62.25). This subcategory affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family. Participants in this category must meet the following three requirements:</p> <ol style="list-style-type: none"> <li>1. Secondary students who have not completed more than 11 years of primary and secondary schooling, excluding kindergarten, in their home country</li> <li>2. At least 15 but not more than 18-1/2 years of age on the date the student will begin his or her program</li> <li>3. Without previous participation as an EV for high school studies in the United States</li> </ol> <p>Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical.</p> <p>The <u>maximum duration of participation</u> for secondary school</p>



Category	Description/Explanation
	students (high school students) is a minimum of 1 academic semester and a maximum of 1 academic year.
<b>Summer Work/Travel</b>	<p>The Summer Work/Travel Program (22 CFR 62.32) is designed to provide foreign post-secondary students the opportunity to work and travel in the United States for a 4-month period during summer vacations.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 4 months. No extensions will be permitted.</p>
<b>Teacher</b>	<p>This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy <b>all</b> of the following:</p> <ol style="list-style-type: none"> <li>1. Meet the qualifications for teaching in primary or secondary schools in his or her home country</li> <li>2. Satisfy the standards of the U.S. state in which he or she will teach</li> <li>3. Have a minimum of 3 years of teaching or related professional experience</li> </ol> <p>Copies of the approval letters obtained from the State Department of Education for each state in which foreign teachers will be placed must be submitted to DoS with this application.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 3 years.</p>
<b>Trainee, Specialty Trainee, Non-specialty</b>	<p>The primary objectives of the Trainee program (22 CFR 62.22) are to enhance an EV's skills in his or her specialty or non-specialty occupation through participation in a structured training program and to improve the participant's knowledge of American techniques, methodologies, or expertise within the individual's field of endeavor.</p> <p>Although training often occurs in a workplace setting, the training must be <i>bona fide</i>, and not merely employment. Generic training plans for each requested training occupation and duration of training being offered must be submitted with the application. Designated program sponsors are required to ensure that <i>individual</i> training plans are prepared for selected trainees and forwarded to them prior to entry into the United States. Sponsors must also ensure that continuous supervision and periodic evaluation are provided.</p>

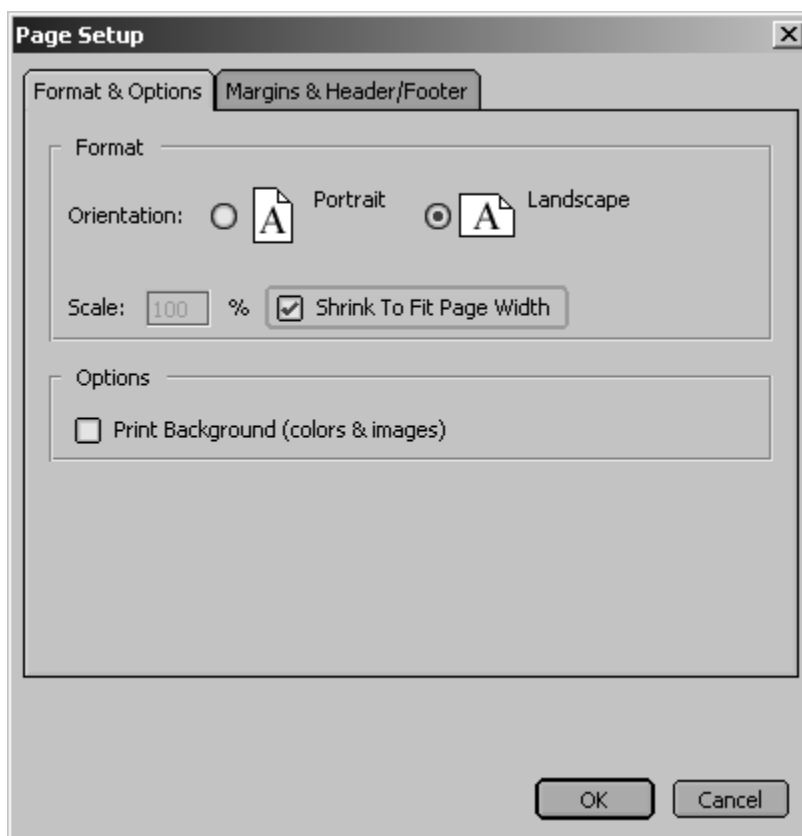
Category	Description/Explanation
	<p>Training is limited to the occupational category or categories for which the program sponsor has obtained the Department's designation.</p> <p>The <u>maximum duration of participation</u> is 24 months for flight-training programs. <b>Note:</b> Fixed wing (airplane) flight-training programs should specify 24 months <b>only</b> if they have the Air Transport Pilot (ATP) rating on their Federal Aviation Administration (FAA) certificate. All other flight-training programs (that is, rotorcraft/ helicopter) should specify no more than 18 months.</p> <p>The <u>maximum duration of participation</u> for a trainee is 18 months unless DoS limits a sponsor's designation to a lesser amount of time, for example a 12-month training program. An extension of a program beyond the designated length would be considered an extension beyond the maximum duration of participation and require DoS approval.</p>

**APPENDIX F—PRINTING INSTRUCTIONS FOR NETSCAPE  
VERSION 7.0**

Netscape has modified its printing procedures for Version 7.0. For best results when printing, make the following changes to the Netscape browser print settings:

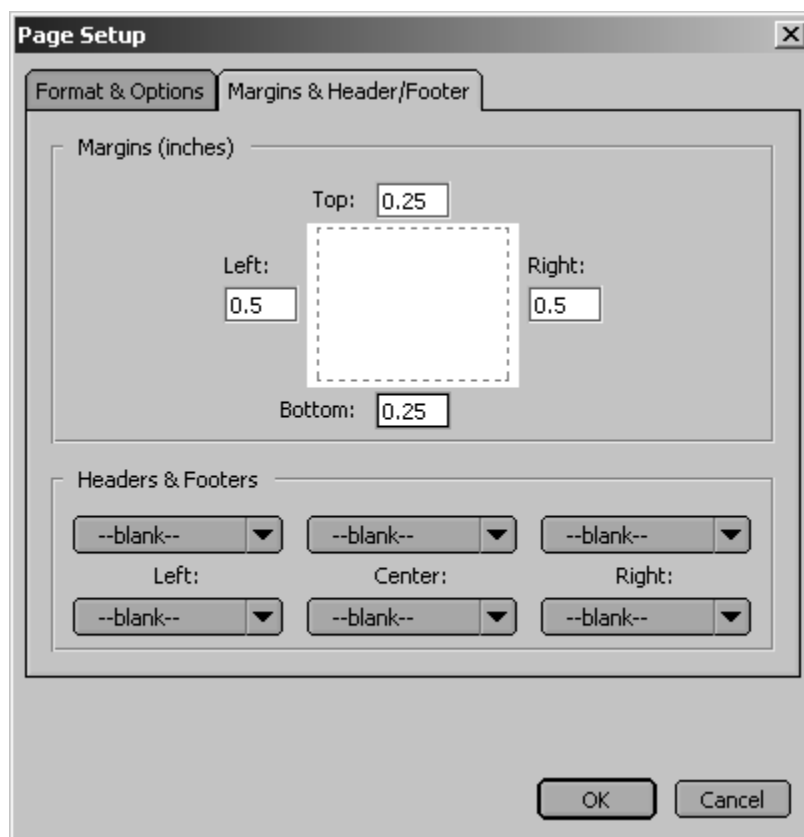
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit F–1, Netscape Page Setup Window—Format & Options Tab.


**Exhibit F–1: Netscape Page Setup Window—Format & Options Tab**



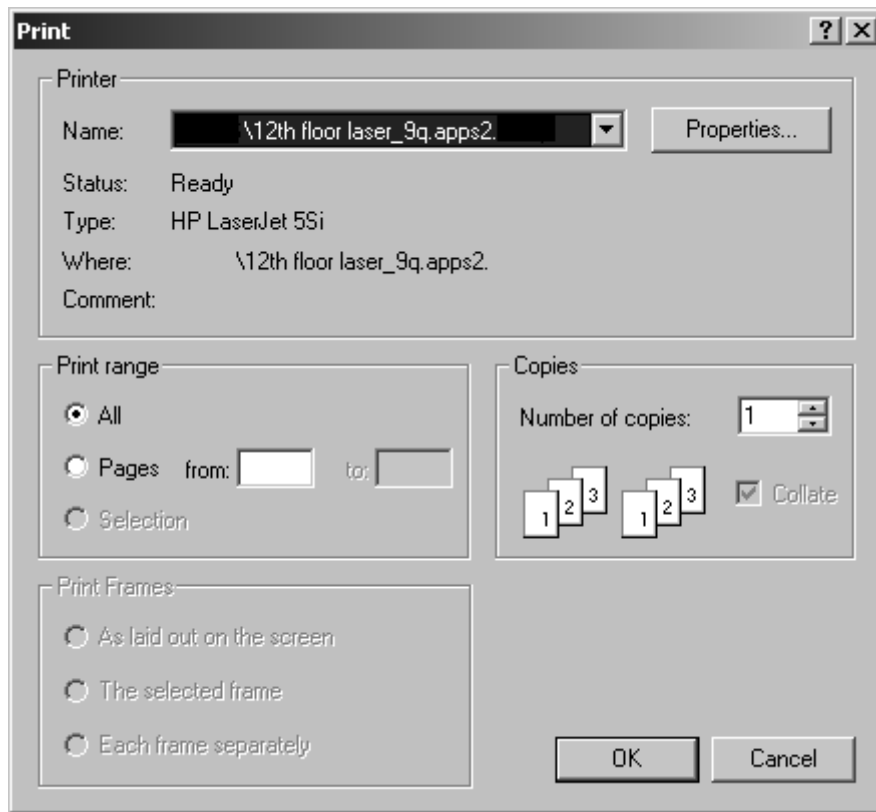
3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit F–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

**Exhibit F–2: Netscape Page Setup Window—Margins & Header/Footer Tab**



7. Set the left and right margins to “**0.5**” and the top and bottom margins to “**0.25**.”
8. Within the **Headers & Footers** section, ensure that all drop-down lists are “--blank--.” If the drop-down lists are not set to “--blank--,” click on the down arrow and select “--blank--.”
9. Click **OK**.
10. Click either the **Print** () button on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit F–3, Print Window.

### Exhibit F–3: Print Window



11. Ensure that the appropriate printer is selected in the *Name* list. If not, select the correct printer from the list.
12. Click **OK** on the *Print* window, and the report prints to the designated printer.

## **ATTACHMENT A—RESOURCES**

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## Resources

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The following are additional resources to assist with the administration of your U.S. Department of State designated-exchange visitor program.

### **EXCHANGE VISITOR PROGRAM (J-VISA)**

Visit the U.S. Department of State's website: <http://exchanges.state.gov/education/jexchanges/>

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations (22 CFR Part 62), or program or exchange visitor issues or concerns, contact the **Office of Exchange Coordination and Designation**, Bureau of Educational and Cultural Affairs, Department of State:

### **Academic and Government Division (AG)**

United States Department of State  
Office of Exchange Coordination and Designation  
ECA/EC/AG - SA-44, Room 820  
301 4th Street, SW  
Washington, DC 20547  
**Telephone:** (202) 203-5029  
**Fax:** (202) 453-8640

Responsible for the administration and oversight of the following categories:

- Government Visitor
- International Visitor
- Professor
- Research Scholar
- Short-Term Scholar
- Specialist
- Student (College/University)

### **Private Sector Programs Division (PS)**

United States Department of State  
Office of Exchange Coordination and Designation  
ECA/EC/PS - SA-44, Room 734  
301 4th Street, SW  
Washington, DC 20547  
**Telephone:** (202) 203-5096  
**Fax:** (202) 203-5087

Responsible for the administration and oversight of the following categories:

- Alien Physician
- Au Pair
- Camp Counselor



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## Resources

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- Student (Secondary/High School)
- Summer Work/Travel
- Teacher
- Trainee

Contact information is available on the Internet at:

<http://exchanges.state.gov/education/jexchanges/contact.htm#contact>.

### **STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)**

- **SEVIS Security Concerns:** For system security and data integrity issues, contact the DHS Help Desk at (888) 347-7762, 24 hours a day, 7 days a week.
- **SEVIS Technical Issues:** For system functionality issues, contact the SEVIS Help Desk at (800) 892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS concerns or questions other than security.
- **SEVP Web Site:** <http://www.ice.gov/sevis/index.htm>/. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **SEVIS I-901 Fee Web Site:** <http://www.ice.gov/sevis/i901/index.htm>
- **Online Help** is available by clicking the **Help** link on the navigation bar when logged into the SEVIS application. The Online Help is updated every release.
- **User Manuals** are available on the Internet at:  
<http://exchanges.state.gov/education/jexchanges/about/sevis.htm>

### **SOCIAL SECURITY ADMINISTRATION**

- **Main page:** Social Security OnLine: <http://www.ssa.gov/>
- **Employer Reporting & Instruction Information:** Telephone Numbers for Wage Reporting Assistance: [http://www.ssa.gov/employer/wage\\_reporting\\_specialists.htm](http://www.ssa.gov/employer/wage_reporting_specialists.htm)
- **Employer Responsibilities When Hiring Foreign Workers:**  
<http://www.socialsecurity.gov/employer/hiring.htm>

### **U.S. DEPARTMENT OF STATE**

- **Main page:** <http://exchanges.state.gov/>
- **Bureau of Educational and Cultural Affairs:** <http://exchanges.state.gov/education/>
- **Bureau of Consular Affairs:** <http://www.travel.state.gov/>
- **Visa Services, Public Inquiries Division:**  
Telephone: (202) 663-1225  
Fax: (202) 663-3899
- **Internet Visa Information Sources:**

## Resources

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- Bureau of Consular Affairs (Visas): [http://www.travel.state.gov/visa/visa\\_1750.html](http://www.travel.state.gov/visa/visa_1750.html)
- Visa Services (Destination USA Overview): <http://www.unitedstatesvisas.gov>
- Visa Waiver information: [http://travel.state.gov/visa/temp/info/info\\_1294.html](http://travel.state.gov/visa/temp/info/info_1294.html)
- National Visa Center (NVC) public: Provides general information on immigrant visa processing and case-specific information based on the U.S. Citizenship and Immigration Services (formerly INS) receipt number or NVC case number:  
Telephone: (603) 334-0700  
Email: NVCINQUIRY@state.gov

### U.S. DEPARTMENT OF HOMELAND SECURITY

- **Main page:** <http://www.dhs.gov/dhspublic/>
- **U.S. Immigration and Customs Enforcement:** <http://www.ice.gov/index.htm>
- **U.S. Citizenship and Immigration Services:** <http://uscis.gov/graphics/index.htm>
- **U.S. Customs and Border Protection:** <http://www.cbp.gov>
- **US-VISIT (U.S. Visitor and Immigrant Status Indicator Technology Program):**  
[http://www.dhs.gov/dhspublic/interapp/content\\_multi\\_image/content\\_multi\\_image\\_0006.xml](http://www.dhs.gov/dhspublic/interapp/content_multi_image/content_multi_image_0006.xml)

**ATTACHMENT B—DOS MAXIMUM AND MINIMUM  
DURATION OF PARTICIPATION RULES**

## Department of State Maximum and Minimum Duration of Participation Rules

Category	Minimum Duration of Participation <sup>1</sup>	Minimum Duration of Participation for Sponsors with Program Serial G-1, G-2, or G-3	Maximum Duration of Participation	Extension Beyond Maximum Duration of Participation is Permitted (requires DOS approval)
Alien Physician	3 weeks	N/A	7 years	Yes
Au Pair	1 year	N/A	1 year	Yes
Camp Counselor	3 weeks	N/A	4 months	No
Government Visitor	3 weeks	N/A	18 months	Yes
International Visitor	N/A	N/A	1 year	Yes
Professor <sup>2</sup>	3 weeks	N/A	5 years	No
Research Scholar <sup>2</sup>	3 weeks	N/A	5 years	No
Short-Term Scholar	N/A	N/A	6 months	No
Specialist	3 weeks	N/A	1 year	No
Student:				
Associate Degree Student	3 weeks	N/A	N/A	N/A
Bachelors Degree Student	3 weeks	N/A	N/A	N/A
Doctorate Degree Student	3 weeks	N/A	N/A	N/A
Masters Degree Student	3 weeks	N/A	N/A	N/A
Non-Degree Student	3 weeks	N/A	2 years	No
Secondary Student	One academic semester (5 months)	One academic semester (5 months)	1 year	No
Summer Work Travel	3 weeks	N/A	4 months	No
Teacher	3 weeks	N/A	3 years	Yes
Trainee:				
Flight Trainee	3 weeks	N/A	24 months	Yes
All Other Trainees <sup>3</sup>	3 weeks	N/A	18 months	Yes

<sup>1</sup> Section 62.8 General program requirements.

(b) **Minimum duration of program.** Sponsors, other than the Federal Government agencies (identified by the program serial, G-1, G-2 and G-3), shall provide each exchange visitor, except short-term scholars, with a minimum period of participation in the United States of 3 weeks.

<sup>2</sup> **Extension beyond maximum duration of participation for professors and research scholars** is only allowed if the sponsor's program serial is G-7.

<sup>3</sup> **The maximum duration of participation for a trainee** is 18 months unless a sponsor's designation is limited by DoS to a lesser amount of time, for example, a 12-month training program. An extension of a program beyond the 12 months would be considered an extension beyond the maximum duration of participation and require DoS approval.